

HOTEL *Benilde*
MAISON DE LA SALLE

November 14, 2023

MR. ARNALDO A. IGNACIO
ADMINISTRATOR
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Building, FB Harrison corner
7th Street, Pasay City, Philippines

LIVE-IN EVENT

NOVEMBER 15-17, 2023

Dear **Mr. Ignacio**,

Great beginnings with Hotel Benilde!

We had made the following contract based on your requirements

BANQUET:

- | | |
|---|--------------------------------|
| • November 15, 2023 | 65 pax = Php 115,050.00 |
| • November 16, 2023 | 65 pax = Php 115,050.00 |
| • November 17, 2023 (with Social Night) | 65 pax = Php 115,050.00 |

TOTAL BANQUET = Php 345,150.00

NOVEMBER, 15 INCLUSIONS:

- AM Snack, Lunch, PM Snack, and Dinner for 65 pax
- Use of 3 function rooms (Malate, Ermita and Intramuros) starting 8:00AM- 7:00PM (9 hours)
- Classroom Set up
- Basic Sound system with 2-4 Microphones (with wired and wireless microphones)
- Widescreen and LCD projector
- Banquet Set-up and Services
- Complimentary Free flowing coffee and tea amenities
- Complimentary Mints and Candies
- Podium and Philippine Flag
- Stage (if needed)
- 2-3 Registration Table
- Electronic Welcome Banner Display
- Meeting Pads and Pen/Pencils
- Whiteboard Markers and Eraser
- Use of Extension cords for 65 pax
- Complimentary Parking Space for 7 Vehicles

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NOVEMBER, 16 INCLUSIONS:

- Breakfast, AM Snack, Lunch, PM Snack, and Dinner for 65 pax
- Use of 3 function rooms (Malate, Ermita and Intramuros) starting 8:00AM- 7:00PM (9 hours)
- Classroom Set up
- Basic Sound system with 2-4 Microphones (with wired and wireless microphones)
- Widescreen and LCD projector
- Banquet Set-up and Services
- Complimentary Free flowing coffee and tea amenities
- Complimentary Mints and Candies
- Podium and Philippine Flag
- Stage (if needed)
- 2-3 Registration Table
- Electronic Welcome Banner Display
- Meeting Pads and Pen/Pencils
- Whiteboard Markers and Eraser
- Use of Extension cords for 65 pax
- Complimentary Parking Space for 7 Vehicles

NOVEMBER, 17 INCLUSIONS:

- Breakfast, AM Snack, Lunch, PM Snack for 65 pax
- Use of 3 function rooms (Malate, Ermita and Intramuros) starting 8:00AM- 7:00PM (9 hours)
- Classroom Set up
- Basic Sound system with 2-4 Microphones (with wired and wireless microphones)
- Widescreen and LCD projector
- Banquet Set-up and Services
- Complimentary Free flowing coffee and tea amenities
- Complimentary Mints and Candies
- Podium and Philippine Flag
- Stage (if needed)
- 2-3 Registration Table
- Electronic Welcome Banner Display
- Meeting Pads and Pen/Pencils
- Whiteboard Markers and Eraser
- Use of Extension cords for 65 pax
- Complimentary Parking Space for 7 Vehicles

ROOMS:

Room Type	Published Rates (net) <i>Single/Double Occupancy</i>	Special Rates (net) <i>Single/Double Occupancy</i>
Triple Room (30.4 sq/m)	P 8,000.00 / room / night	P 3,500.00 / room / night
Superior Twin (30.4 sq/m)	P 8,000.00 / room / night	P 2,900.00 / room / night
Superior Solo (30.4 sq/m)	P 8,000.00 / room / night	P 2,900.00 / room / night

- **Complimentary Room: November 14-15, 2023**
 - 1 Superior Queen w/ 1 Extra bed Php 0.00 x 1 Night = Php 0.00
- **ROOMS - November 15-17, 2023**
 - 21 Superior Twin / Triple Php 3,500 x 21 Rooms x 2 Nights = Php 147,000.00
 - 1 Superior Twin Php 2,900 x 1 Room x 2 Nights = Php 5,800.00
 - 1 Superior Queen Php 2,900 x 1 Room x 2 Nights = Php 5,800.00

Room Total= **Php 158,600.00**

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Guest Rooms Amenities and Inclusions:

- Early Check-in (If Rooms are already available by 10am)
- Complimentary Buffet Breakfast starts at 6am – 10 am
- Complimentary In-room 2 water carafe
- Complimentary In – room tea & coffee facilities
- Free Hotel – wide wifi access (200 mbps)
- Free Local Calls
- Complimentary Use of Gym
- 40" LED Smart Cable TV
- In-room safety deposit box
- In-room iron and board
- Hair Dryer
- Electronic bell, DND and Makeup room buttons
- Duvet Bed Linen
- Built-in bedside reading lights
- Waffle design bathrobe and slippers for each guests
- Advance proximity card door lock system
- **Inclusive of 1 social night package (DATE TBA)**

TOTAL ROOMS & BANQUET: Php 503,750.00

**** Rates are inclusive of applicable gov't tax and above rates are current and subject to change prior to signing****

****Kindly take note that we did not block anything yet, and will be subject to availability once you confirm****

PAYMENT & BILLING – GOVERNMENT:

- Send Bill Arrangement
- The Client will provide CAF, NOA, NTP, and Signed Contract as soon as, it will be available before and during the event.
- Any additional/incidentals expenses shall be charged to the guest's personal account, unless otherwise signed by the authorized signatory.

Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.

1. Incidental charges will be on Cash Basis under personal account unless otherwise approved by the authorized signatory. For any unpaid incidental charges, the Client shall be held liable for the payment of the said charges.
2. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL may charge interest based on the prevailing market, to the outstanding balance of the CLIENT.
3. Should the payment be enforced by court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

POSTPONEMENT & CANCELLATION POLICY

No-show and Cancellation fees shall be imposed for all bookings cancelled after the sending the agreed proposal / contract:

For no-shows and cancellations made after confirmation, a 50% cancellation charge will apply, as well as 50% of the function room rental charge.



No-shows and cancellations made after confirmation shall not be entitled to a refund.

1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least thirty (30) days in advance ***unless otherwise, reservations and confirmation process happens less than a month of the event date.*** Postponement will be subject to the availability of the function room on the alternative date. Should the CLIENT opt to cancel, par. 4 shall apply depending on the date of notice of cancellation.
2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 4 shall apply.
3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
4. **Function Room:** The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE function room booking with signed contracts:
 - a. Reservations deposit shall be forfeited upon cancellation of the event.
 - b. All progressive payments are non-refundable.
5. The HOTEL shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, strikes or other causes beyond its control.

FOOD AND BEVERAGE (NOTE: OUTSIDE CATERERS)

1. Unless the CLIENT gives advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required three (3) business days prior to the event. If a confirmation on the guarantee is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
2. Guaranteed number of attendees indicated in the contract is not subject to reduction.
3. All food and beverage arrangements must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees shall apply on all items.
4. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises. As well as taking the leftovers out from the hotel.

SPECIAL ARRANGEMENT

1. The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.

POLICIES AND REQUIREMENTS

1. Hotel Benilde shall not be held liable for non-accommodation of guests should the actual participants exceed the number of confirmed guests. Function charges are based on the guaranteed minimum number of persons given by the organizer.
2. Posters and streamers may only be displayed inside the function room. All displays and/ or decorations proposed by the Client shall be subject to the prior written approval of the management in each instance.
3. Ingress/Egress time for functions should be coordinated with the hotel prior to the event date and accomplishing gate passes (sending it as attachment) with the security department including third party vendors/suppliers of the event host. The Hotel will not be held liable for any equipment brought in by the engager for the function. Thus, an outside supplier waiver and equipment list shall be submitted upon entrance.
4. Any personal property of the guests or invitees brought on to the premises of the Hotel and left thereon,

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either prior to or following the event, shall be at the sole risk of the host/guest. The Hotel shall not be liable for any loss or damage to any such property for any reason.

5. All participants and the third party or vendor of the host of the event should submit a list of names entering the premises of the hotel/building prior to the event for safety and security purposes.
6. Smoking is strictly prohibited inside the building of Hotel Benilde Maison De La Salle.
7. In the event of force majeure, the obligations of both parties under this agreement will be suspended within the scope of the force majeure and its duration.
8. The HOTEL reserves the right to assign an alternate room should the contracted room become unavailable for any reason whatsoever.
9. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

We hope all of the above information meets your preferences. Should you find the above terms and conditions acceptable, kindly affix your signature on the space provided for below.

If we can be of further assistance, please do not hesitate to contact us at Telephone No. **63 2 8230 5230 loc. 5013** or E-mail eunice.endaya@hotelbenilde.com. We look forward to welcoming you and your guests here at Hotel Benilde Maison De La Salle.



Eunice Endaya
Sales Lead
Hotel Benilde Maison De La Salle

Conforme:



MR. ARNALDO A. IGNACIO
ADMINISTRATOR
OVERSEAS WORKERS WELFARE ADMINISTRATION



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE OF AWARD

09 November 2023

Ms. EUNICE ENDAYA
Sales Lead
HOTEL BENILDE
Taft Avenue, Manila

Dear **Ms. Endaya**,

Please be informed that your bid proposal received 03 November 2023 for the **Proposal for Lease of Venue for Training on Government Procurement Act (RA 9184) Updates** with the Total Contract Price of **Five Hundred Three Thousand Seven Hundred Fifty Pesos (Php503,750.00)** only, is accepted.

Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

Conforme:



Ms. EUNICE ENDAYA
Sales Lead
HOTEL BENILDE
Date: November 14, 2023



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE TO PROCEED

Date: NOV 14 2023

Ms. EUNICE ENDAYA
Sales Lead
HOTEL BENILDE
Taft Avenue, Manila

Dear Ms. Endaya,

The attached Contract Agreement having been approved, notice is hereby given to **HOTEL BENILDE** that service for the Proposal for Lease of Venue for Training on Government Procurement Act (RA 9184) Updates may commence effective **November 15-17, 2023** after the receipt of this notice.

Relative thereto, your company's performance is being evaluated by the Procurement and Property Management Division (PPMD) and/or End-User.

Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

I acknowledge receipt of this Notice on November 14, 2023



Ms. EUNICE ENDAYA
Sales Lead
HOTEL BENILDE