

BANQUET CONTRACT



Date of Issuance : December 12, 2023
Company Name : **OVERSEAS WORKERS WELFARE ADMINISTRATION**
Address : **OWWA Center Bldg. 7th St. Cor. FB Harrison St. Pasay City**
Duly Represented by : **ARNALDO A. IGNACIO**
Designation : **Administrator**
Phone No. : **891-7601 to 24, 8851-6649**
Phone No. Accounting : **891-7601 local 5505, 8851-6649**
Email : **procurement@owwa.gov.ph**
Event Title : **"OWWA YEAR-END TEAM BUILDING ACTIVITY"**

SHMB-316-2023

I. ROOM & BANQUET ARRANGMENT:

Event Date : December 22, 2023 – (Friday)
Time : 3PM-7PM
*1 hour extension will be allowed free of charge. Beyond the complimentary extension (8PM), Php10, 000.00 net/hour will be charged accordingly.
Venue : Mahogany Grand ballroom - (5th Floor)
No. of persons : 500persons
Rate per Person : **Php 1,300.00 net/person/day**
Assisted Buffet for 500 pax (Set 1 menu Classic)
Choice of One (1) Soup | One (1) Appetizer | One (1) Pasta Dish | One (1) Vegetable | Three (3) Mains [Pork, Chicken and Seafood] | One (1) Dessert Served with Steamed Rice, Seasonal Fruits and One (1) Round of Drinks.
Free Use of WiFi
Menu for guaranteed number of pax
Complete Set of Tableware
Standard Centerpiece
Use Banquet Chairs & Couch
Waiters and Food Attendant in Complete Uniform
Customized Event Lobby Posting
Table Numbers and Buffet Tags
Sounds system and lights – Converted into Corkage
Complimentary use of Stage 9ftx18ft
Complimentary Food Tasting for Two
Free Flowing Coffee or Tea
Fifty (50) complimentary parking
Use led wall - 9ftx6ft
Photo both Unlimited for 2 hours
Use of one (1) podium with four (4) wireless microphones
Philippines Flag with Stand
Free Flowing Coffee or Tea
Estimated Amount : **Php 1,300.00 x 500 persons x 1day**
*In excess person charge accordingly.
TOTAL AMOUNT : PHP 650,000.00

ARNALDO A. IGNACIO
Administrator
Overseas Workers Welfare Administration

GINETTE ENRIQUEZ
Director of Sales & Marketing

REY BATAANON
Sales Executive

CHECK-IN AND CHECK-OUT TIME: The standard check-in time is 2:00 P.M. and check-out is 12:00 noon. Cases of early check-in and check-out are subject to extra charges and discretion of the Front Office for the room availability. If the said room is available, we allowed us to early check in around 12noon.

INCIDENTAL DEPOSIT: Incidental deposit will be waived but all live-in guests are required to provide one (1) Government ID in exchange of keycards. Individual keycards must be surrendered at the Front Office upon check-out in exchange of the submitted Identification Cards.

EXTENSION OF STAY: If the guest wishes to extend his/her stay beyond the dates specified above and have requested during his/her stay, the Hotel shall consider and process the request as a new booking. Room rates are subject to change depending on the room availability.

POSTPONEMENT: Should the CLIENT wish to postpone the booking schedule, the CLIENT must notify the hotel in writing at least three (3) days prior to the original schedule.

CANCELLATION: It must be done strictly 72 hours before the arrival date, otherwise, a cancellation fee of one (1) room night shall be charged accordingly.

II. BILLING ARRANGEMENT

ESTIMATED TOTAL CONTRACT PRICE

Room Accommodation & Banquet				
Check in –Check out Date of Event	No. of days	No. of persons	Package Rate	Total
December 22 ,2023	1	500	1,300	650, 000.00

TOTAL CONTRACT PRICE: PHP 650,000.00

PAYMENT TERMS To be settled within sixty (60) days upon receipt of the Statement of Account **Letter of Authorization** or **Certificate of Availability of Funds** must be forwarded upon signing of the contract.

LAND BANK OF THE PHILIPPINES

SEQUOIAMANILA CORP
BANK ADDRESS - EAST AVENUE
Account No. 0571-1255-52
SSS LIVELIHOOD TRADE CENTER ,EAST AVENUE,CITY OF QUEZON, METRO MANILA PHILIPPINES

III. CANCELLATION POLICY

Should the CLIENT wish to cancel this agreement, a written notice shall be served to the hotel before the scheduled event. Cancellations will be accepted only if advised at least fifteen (15) days prior to the supposed date of function. Should the CLIENT fail to give the required notice, 50% of the total contract price will be billed to the ENGAGER.

IV. FORCE MAJEURE

In the event of non-performance due to the following reasons: consequence of war, change statutes of the Philippine Government, strike, riots, and other civil disturbances, typhoons, floods, natural calamities and other Acts of Nature, fire or such other conditions and events beyond our control, the HOTEL shall not be responsible for failure to execute obligations specified herein directly and indirectly occasioned by or through as mentioned above. Thus, the Hotel will extend at least 6 months to consume your deposit.

The ENGAGER herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the ENGAGER for any loss, damages or injuries caused to or sustained by the ENGAGER or his/her guests by reason of causes beyond the HOTEL's control, including but not limited to robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.

ARNALDO IGNACIO
Administrator
Overseas Workers Welfare Administration

GINETTE ENRIQUEZ
Director of Sales & Marketing

REV. BATAANON
Sales Executive

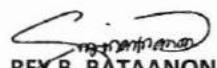
V. ACCEPTANCE

If the ENGAGER is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the FUNCTION and/or any damages and/or losses incurred by the HOTEL during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guest. The signing and execution of this agreement and conformity on his/her part to be jointly and severally liable personally together with the ENGAGER whom he/she represents.


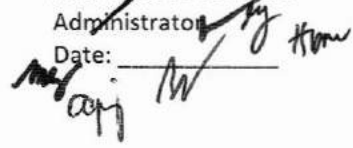
SEQUOIA HOTEL MANILA BAY and **MR. ARNALDO A. IGNACIO OF OVERSEAS WORKERS WELFARE ADMINISTRATION** have agreed to and have executed this AGREEMENT by their authorized representatives as of the dates indicated below:

FOR AND ON BEHALF OF SEQUOIA HOTEL:


Handled by:


REY B. BATAANON
Sales Executive

Engager:


ARNALDO A. IGNACIO
Administrator
Date: 

Approved by:


GINETTE P. ENRIQUEZ
Director of Sales & Marketing



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

NOTICE OF AWARD

04 December 2023

Mr. REY B. BATAANON
Sales Executive
SEQUIAMANILA CORP
Block 2 Lot 15 Veneracion St.
Cor. San Pedro St. Aseana City,
Business Park, Parañaque City

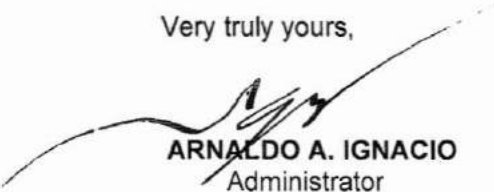
Dear **Mr. Bataanon**,

Please be informed that your bid proposal received 30 November 2023 for the **Proposal for One (1) Lot - Lease of Venue for Year-End Team Building Activity** as the SCRQ for a contract price of **Six Hundred Fifty Thousand Pesos (Php650,000.00)** 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:


Mr. REY B. BATAANON
Sales Executive
SEQUIAMANILA CORP
Date: 12 / 04 / 23



NOTICE TO PROCEED

Date: DEC 12 2023

Mr. REY B. BATAANON
Sales Executive
SEQUOIAMANILA CORP
Block 2 Lot 15 Veneracion St.
Cor. San Pedro St. Aseana City,
Business Park, Parañaque City

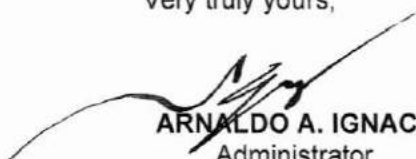
The attached Contract Agreement having been approved, notice is hereby given to **SEQUOIAMANILA CORP** that service for the Proposal for One (1) Lot - Lease of Venue for Year-End Team Building Activity may commence effective **December 22, 2023** after the receipt of this notice.

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

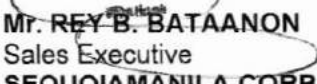
Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

I acknowledge receipt of this Notice on 12/20/23


Mr. REY B. BATAANON
Sales Executive
SEQUOIAMANILA CORP