

Mr. Arnaldo A. Ignacio
 OWWA Administrator
 OWWA - Budget Division
 F.B. Harrison St & 7th St, Pasay, Metro Manila, Philippines

Subject: Live- In Package Contract for OWWA-Budget Division (Overseas Workers Welfare Administration) on August 7-11,2023

Dear Mr. Ignacio,

Say hello to a safe and still stay with Ramada!

Ramada by Wyndham Manila Central is a luxury lodging and catering service provider in the heart of Binondo: the oldest Chinatown in the world. The hotel offers four-star international quality service with priority to the safety and wellness of our guests - a clockwork response to the business and leisure travelers' distinctive taste.

In line with our effort to introduce this exceptional brand, we are pleased to offer you our live-in conference package.

Date	Service Category	Time	Number of Nights	No. of Pax / No. of Rooms	Rate	Amount
August 7-11,2023	Live-in Conference Package	8:00 AM - 8:00 PM	5 Days	60 Persons	₱2,270	₱681,000
	Superior Room (Triple Occupancy)	2:00 PM - 12:00 PM	4 Nights	19 Rooms		
	Superior Room (Single Occupancy)	2:00 PM - 12:00 PM	4 Nights	3 Rooms		
	AM Snack, Managed Lunch Buffet, PM Snack, Managed Dinner Buffet	8:00 AM - 8:00 PM	5 Days	60 Persons		

Subtotal: ₱681,000

(Rates are inclusive of 5% service charge, 12% VAT, 1.5% local tax)

Package Inclusions:

- Complimentary breakfast for live-in guests
- Free-flowing coffee and tea
- Mints and Candies
- Pads and Pens
- Use of audio and visual facility (LCD projector, screen, and sound system)
- Free Wi-Fi Connection in the function room


RAMADA BY WYNDHAM MANILA CENTRAL
 Ongpin corner Quintin Paredes Streets,
 Binondo, Manila, Philippines 1006
 P +632 8588 6688 F +632 354 4152
 ramadamanila.com



In Excess:

- Hours : Php 5,000 net/hour
- Projector & Screen : Php 2,500 net/day
- Live – In Participant : ₱2,270 net/day/pax

RESERVATION PROCEDURE: The HOTEL will hold the availability of the room / function space on a tentative basis until [Deal expected close date (deal expected_close_date)]. Should we receive no signed contract and down payment from the CLIENT by the said date, we reserve the right to release the booking without prior notification.

GUARANTEED/FINAL COUNT: The minimum number of guests stipulated in the contract conformed by the CLIENT will be considered by the HOTEL as the guarantee. This will be the basis for all charges, the HOTEL will charge the guarantee or the actual number served, whichever is higher. The CLIENT should notify the HOTEL for any increase in the guaranteed number of guests three (3) days prior to the event date. In case that no notification is given, the HOTEL will only serve based on the guarantee. The HOTEL shall allot a ten percent (10%) buffer from the guarantee in case there is an increase in the number of guaranteed guests, should the increase exceed the buffer, food served will be strictly under chef's discretion only.

MENU: A complete menu must be presented to the HOTEL seven (7) days prior to your scheduled function. We suggest that for quick and efficient service, only one menu choice be selected. The HOTEL undertakes no liability for the shelf life of the food which is taken away from the hotel after an event at the hotel or outside the hotel for private consumption.

ACCOMMODATION: The HOTEL does not acquire any claim for the availability of a particular room type, unless the HOTEL confirmed the availability of a particular room in writing.

ROOM RATES: Above room rates are exclusive for employees and guests of CLIENT's company and are subject to availability.

OCCUPANCY: Number of occupants inside the room must be strictly followed – maximum of 2 adults.

CHECK-IN & CHECK-OUT TIME: Standard hotel check-in time is 1400H and check-out time of 1200H. Early check-in or extended check-out time shall be charged a half-day rate corresponding to the rate applied and is subject to availability.

EXTENSION & REVISION OF STAYS: Extension of stays is subject to availability and must be done a day prior to guest's departure in order to avail of the contracted rate.

LAST ROOM AVAILABILITY: Above rates are not based on last room availability. The room rates are subject to room category availability at all times.

ROOMING LIST: The CLIENT is responsible for assigning each room to their chosen guests which has to be recorded on our Rooming List Form that has to be agreed upon by the CLIENT upon check-in.

WYNDHAM REWARDS®: We highly encourage our guests to participate in Wyndham Rewards, the largest hotel rewards program in the world. For every 1 USD spent on qualifying rates, members will earn 10 points. The points are cumulative and could be earned from room bookings. Points can be redeemed for free room nights at participating members of the Wyndham Hotel Group and other Program and Marketing partners worldwide.


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MANILA CENTRAL

SEND BILL ARRANGEMENT: Should you have an established credit line with us, The HOTEL will allow a send-bill arrangement given that the client will provide **Certificate of Availability of Funds (CAF) together with the signed contract**. Payment in full shall be due within thirty (30) days after receipt of the final Statement of Account (SOA), a finance charge of 1.5% per month, or the maximum amount allowed by the law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice.

BANQUET CHECKS: The CLIENT's authorized representative must sign all banquet checks. Any discrepancies in counts or charges should be identified and rectified during the duration of the event. All CLIENT signed banquet checks will be considered accurate and official by the HOTEL and will be charged accordingly.

CANCELLATION: A formal **written notice** should be given by the CLIENT to the HOTEL. Cancellations of signed contracts shall be charged an applicable fee as referred to below.

Cancellation	Applicable Policy
120 days prior the Event/Arrival Date	No Penalty
60-119 days prior	Function room reservation fee forfeited
30-59 days prior	50% Function room deposit forfeited
15-29 days prior	75% Function room deposit forfeited
0-14 days prior	100% cancellation fee charged

INGRESS/EGRESS: CLIENT is allowed ingress at 0700H on the day of event for decorating but is subject to availability and dependent on the room blocking of the HOTEL. If the CLIENT choose to extend beyond the hour limit, the HOTEL shall charge an extension fee of five thousand pesos (PhP 5,000.00) per hour.

ENTERTAINMENT: Dance music must be turned off at midnight, please make sure your vendors are notified in advance. Volume levels will be monitored after 2300H.

SET UP CHARGES: Should extensive meeting room set ups or elaborate staging be required, there will be a set-up charge to cover the HOTEL additional cost and labor charges. If equipment is necessary that exceeds HOTEL's inventory, the CLIENT agrees to pay for the cost of renting this additional equipment. You agree to indemnify the HOTEL for any damage caused to any HOTEL property as a result of drayage related to the event whether caused by the CLIENT or CLIENT's agents, contractors, visitors.

BANQUET ROOM LIABILITY: The HOTEL reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the CLIENT. Please note the following:

- a. Posters or signs may not be located in the hotel lobby without written permission from the General Manager and the HOTEL reserves the right to contract and charge for the staff provided to install or remove such if needed.
- b. Scotch tape, nails, push pins or potentially damaging fasteners are prohibited to be used to hang signs or other materials on walls of the HOTEL;
- c. Labor charges will apply to functions if more than standard clean-up is required at the close of the function;
- d. Banners may be hung with approval from the General Manager;
- e. CLIENT is to ensure that any waste is properly disposed of according to relevant statutory provisions.



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VENUE RENTALS: In case that the requirement calls for venue rental alone, the CLIENT shall be charged the corresponding venue rental rate set by the HOTEL. Entertainment functions, concerts or special promotional events must have written approval by the General Manager.

SECURITY: The HOTEL reserves the right, with advance notice to the CLIENT, to contract for professional security to monitor any function deemed necessary by the HOTEL's management. The fee for this security will be the responsibility CLIENT in charge of the event.

EVENT DURATION: CLIENT agrees to begin the event promptly at the agreed start time and agree to have your guests, invitees, and other persons vacate the designated event space at the end time indicated in the details of the contract. CLIENT further agrees to an extension fee of five thousand pesos (PhP 5,000.00) per hour should an extension exist.

LIABILITY. The HOTEL shall not assume responsibility for damage to, or loss of any merchandise or articles left in the hotel prior to, during, or following an event. If valuable items must be left in any banquet area it is recommended that a security firm is retained at the CLIENT's expense. The HOTEL reserves the right to adjust the room assignment based on actual numbers. All rooms must be vacated promptly on schedule per the event order.

FORCE MAJEURE: The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events.

ADVERTISING:The HOTEL requests that if any of the CLIENT's advertising requires the use of the HOTEL's name that the proper name be used: **RAMADA BY WYNDHAM MANILA CENTRAL**. The CLIENT is also highly encouraged to request for the HOTEL's official logo if needed.

INDEMNIFICATION: To the extent permitted by the law, CLIENT agrees to protect, indemnify, defend and hold harmless the HOTEL, Paradigma International Inc., the Owner and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the HOTEL. You represent and warrant that your activities conducted at the HOTEL and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

FIRE SAFETY: All room sets must be in compliance with the Bureau of Fire Protection regulations pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. Any event which has fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Bureau. All associated fees for permits, floor plan approval and stand-by fire watch are the CLIENT's responsibility and final approved copies must be received at least three (3) days prior to the event.

ARBITRATION: Any controversy or claim arising out of or relating to this agreement, or the breach thereof, that cannot be acceptably negotiated by both parties shall be settled by arbitration in accordance with the rules of the Alternative Dispute Resolution Act of 2004. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

VENUE OF ACTION: In case of litigation arising from or in connection with this contract, the parties agree that the venue of action shall be at the proper court in the City of Manila only.


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COLLECTION/ATTORNEY'S FEES: The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs, plus pre and post judgment interest. If the HOTEL retains the services of a collection agency or attorney to assist in the collection of any amounts under this agreement, the CLIENT will pay all expenses incurred by the HOTEL in such collection efforts.

CONFIDENTIALITY: All information contained in this agreement is private and confidential and may not be disclosed to a third party for whatever reason or purpose.

FINAL PROVISIONS: Alterations and additions to the contract for accommodation and events are required to be in writing to be effective. Waiving the requirement of writing is also required to be in writing.

Mr. Ignacio, we hope our contract meets your approval. For any questions or concerns, you may reach the undersigned at mobile number 0998 846 2426 , trunkline (632) 8588 6688 or facsimile number (632) 8354 4152.

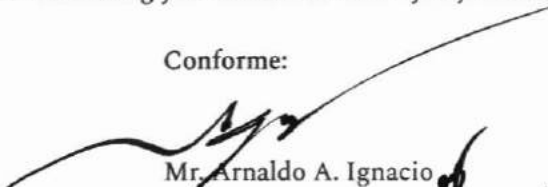
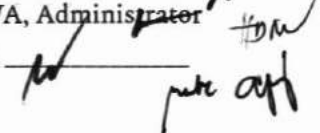
This contract will be valid only upon receipt of the signed copy from you. You may send a signed copy of each page at ileteracion@ramadamanila.com.

Thank you and we look forward to welcoming you here at Ramada by Wyndham Manila Central!

Sincerely,


Ivy Grace Leteracion
Account Manager

Conforme:


Mr. Arnaldo A. Ignacio
OWWA, Administrator
Date: 


Sydneylyn Tan
Sales and Marketing Manager



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

NOTICE OF AWARD

26 July 2023

Ms. IVY GRACE LETERACION
Account Manager
RAMADA MANILA CENTRAL
(PARADIGMA INTERNATIONAL INC.)
289 Ongpin St., cor. Quintin Paredes,
Binondo, Manila

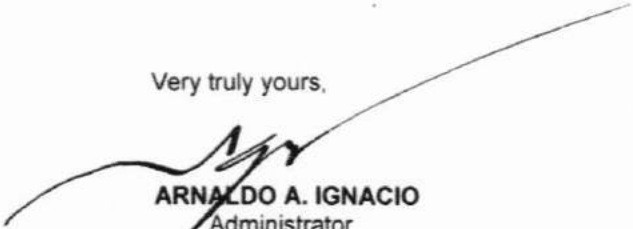
Dear **Ms. Leteracion**,

Please be informed that your bid proposal received 13 July 2023 for the **Proposal for One (1) Lot - Lease of Venue for the Financial Management Service Capability Building** with the Total Contract Price of **Six Hundred Eighty-one Thousand Pesos (Php681,000.00)** 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:


Ms. IVY GRACE LETERACION
Account Manager
RAMADA MANILA CENTRAL
(PARADIGMA INTERNATIONAL INC.)
Date: AUGUST 1, 2023



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

NOTICE TO PROCEED

Date: AUG 01 2023

Ms. IVY GRACE LETERACION
Account Manager
RAMADA MANILA CENTRAL
(PARADIGMA INTERNATIONAL INC.)
289 Ongpin St., cor. Quintin Paredes,
Binondo, Manila

Dear **Ms. Leteracion**,

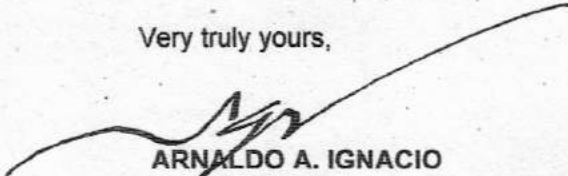
The attached Contract Agreement having been approved, notice is hereby given to **RAMADA MANILA CENTRAL (PARADIGMA INTERNATIONAL INC.)** that service for the Proposal for One (1) Lot - Lease of Venue for the Financial Management Service Capability Building may commence effective **August 7-11, 2023** 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.

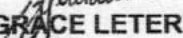
Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

I acknowledge receipt of this Notice on AUGUST 4, 2023


Ms. IVY GRACE LETERACION
Account Manager
RAMADA MANILA CENTRAL
(PARADIGMA INTERNATIONAL INC.)