

# THE PARK

**DATE CREATED** : June 21, 2024  
**CLIENT NAME** : Overseas Workers Welfare Administration  
**CONTACT PERSON** : Atty. Anna Patricia P. Jacobo  
**ADDRESS** : FB. Harrison Streets, Pasay City  
**MOBILE NUMBER** : +63 917 790 6823  
**EMAIL ADDRESS** : legal@owwa.gov.ph  
**REFERENCE NUMBER** : CSM # 0834 V5

Dear **Atty. Jacobo**:

Warm greetings from The Park – Silang! Thank you for considering us to be your venue for your forthcoming **Government Event**. We are pleased to submit our rates for your event.

EVENT DETAILS	
EVENT DATE	June 26 - 28, 2024
ACTIVITY DATE & TIME	June 26, 2024 Time: 9:00 PM to 6:00 PM   Conference Hall June 27, 2024 Time: 9:00 PM to 6:00 PM   Conference Hall June 28, 2024 Time: 9:00 PM to 6:00 PM   Conference Hall
EVENT TYPE	Planning
VENUE	Conference Hall
NUMBER OF GUESTS	60 - 63 PAX
CATERER	Fusion by Laiya Gourmet
<b>TOTAL PACKAGE</b>	<b>Php 538,000.00 NET</b> <i>*Rate is inclusive of applicable taxes and service charge</i>

**ROOM ACCOMMODATION (RUN OF THE HOUSE)**  
 21 Rooms and 16 Extra Floor Mattress

Room	Occupancy	Check-in Date	Check-out Date	# of Rooms	# of Nights
Standard Room Twin 2 Single Bed and 1 Floor Mattress	Triple	25 Jun 2024	28 Jun 2024	1	3
Superior Room 1 King Size Bed and 2 Floor Mattress	Triple	26 Jun 2024	28 Jun 2024	1	2
Premium Room 1 King Size Bed	Double	25 Jun 2024	28 Jun 2024	1	3
Premium Room 1 King Size Bed	Double	26 Jun 2024	27 Jun 2024	1	1
Premium Room 1 King Size Bed	Double	26 Jun 2024	28 Jun 2024	2	2
Superior Room 1 King Size Bed	Double	26 Jun 2024	27 Jun 2024	1	1

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Executive Suite 1 King Size Bed	Double	26 Jun 2024	28 Jun 2024	1	2
Family Suite 1 King Size Bed 1 Queen Size Bed	Quintuple	25 Jun 2024	28 Jun 2024	1	3
Junior Suite 1 King Size Bed 1 floor mattress	Triple	26 Jun 2024	28 Jun 2024	1	2
Deluxe Room 1 King Size Bed	Triple	26 Jun 2024	28 Jun 2024	3	2
Superior Room 1 King Size Bed and 2 Floor Mattress	Quadruple	26 Jun 2024	28 Jun 2024	3	2
Premium Suite 2 King Size Bed	Quintuple	26 Jun 2024	28 Jun 2024	2	2
Family Suite 1 King Size Bed 1 Queen Size Bed	Quintuple	26 Jun 2024	28 Jun 2024	1	2
Standard Room Double 1 Queen Bed	Double	26 Jun 2024	28 Jun 2024	2	2

**Room Inclusions:**

- Overnight stay room accommodation
- Bottled water daily per person, make-up room service (by request)
- Complete bathroom amenities
- Complimentary access to indoor outdoor pool, saunas, gym/fitness center and basketball court
- Free Wi-Fi access
- Free parking spaces
- **Standard check-in time is 3PM and standard check-out time 12NN**

**VENUE**

Date	Function Room	# of PAX (Guaranteed)	Time
June 26, 2024	Conference Hall	57	09:00 PM - 6:00 PM (9 hours)
June 27, 2024	Conference Hall	57	09:00 PM - 6:00 PM (9 hours)
June 28, 2024	Conference Hall	57	09:00 PM - 6:00 PM (9 hours)

THE  
**PARK**  
BANQUET PACKAGE

Food & Beverage	Service	Venue	Date	# of Pax
26 Jun 2024				
Breakfast Complimentary	Plated	Restaurant	26 Jun 2024	7
AM Snacks	Plated	Conference Hall	26 Jun 2024	60
Lunch	Buffet	Restaurant	26 Jun 2024	60
PM Snacks	Plated	Conference Hall	26 Jun 2024	60
Dinner	Buffet	Restaurant	26 Jun 2024	60
Coffee	Free Flowing	Conference Hall	26 Jun 2024	
27 Jun 2024				
Breakfast Complimentary	Plated	Restaurant	27 Jun 2024	60
AM Snacks	Plated	Conference Hall	27 Jun 2024	63
Lunch	Buffet	Restaurant	27 Jun 2024	63
PM Snacks	Plated	Conference Hall	27 Jun 2024	63
Dinner	Buffet	Restaurant	27 Jun 2024	63
Coffee	Free Flowing	Conference Hall	27 Jun 2024	
28 Jun 2024				
Breakfast Complimentary	Plated	Restaurant	28 Jun 2024	60
AM Snacks	Plated	Conference Hall	28 Jun 2024	60
Lunch	Buffet	Restaurant	28 Jun 2024	60
PM Snacks	Plated	Conference Hall	28 Jun 2024	60

**Banquet Inclusions:**

- Basic sounds system with 2 wireless microphones
- Projector and screen
- Complimentary water dispenser
- Waived corkage fee for chips, nuts, cookies and candies
- Wi-Fi access
- Parking space

<b>GRAND TOTAL FOR ROOMS, VENUE &amp; BANQUET (Php)</b>	<b>538,000.00</b>
<p>* Send bill arrangement. Full payment should be settled 15 to 30 days from the date of the event.          * Excess use of the function room will be charged at Php 4,125 net/hour for Conference Hall          * Rates are subject to change without prior notice if payment is not received by due date          * Rooms are subject to change based on room availability; first to confirm with payment and signed contact</p>	

# THE PARK

TERMS & CONDITIONS

## TERMS OF PAYMENT

A 50% payment of the total package is required to reserve the client's event date along with a signed proposal. Reservation fees are non-refundable, non-transferable, and non-convertible. Succeeding payments can be settled according to the following terms:

<b>50% Payment</b>	<b>Upon confirmation and signing of the contract</b>
<b>Full Payment</b>	<b>30 days before event date</b>
<b>Incidental charges</b>	<b>Immediately at the close of the event</b>

For check payment, payee shall be **B.G. BE GREEN CORPORATION**. Check should be cleared one week prior to the arrival. For payments via bank deposit or online fund transfer, please see bank account details below.

<b>Bank Name:</b>	<b>Banco De Oro (BDO)</b>
<b>Branch:</b>	<b>Juan Luna, Binondo, Manila</b>
<b>Account Name:</b>	<b>B.G. BE GREEN CORPORATION</b>
<b>Account Number:</b>	<b>002580128820</b>

## CORKAGE AND ENERGY FEE

Corkage fee shall be applied for any food and beverage that is not purchased in the hotel. Additionally, should you decide to bring in any of the following equipment that will consume electricity, an energy fee shall be charged. Please see list of items below:

Non-accredited Caterer	PHP 20,000.00 net
Non-accredited Lights and Sounds System	PHP 5,000.00 net
LED Wall	PHP 2,500.00 net energy fee/unit
Band Equipment	PHP 1,000.00 net energy fee
Photo Booth	PHP 1,000.00 net/unit
Energy Fee ( equipment)	PHP 1,000.00 net/unit
Kiosk (Food or Giveaways)	PHP 1,000.00 net/unit
Mobile Bar	PHP 5,000.00 net
Lechon	PHP 1,500.00 net
Bottle of Wine	PHP 500.00 net/bottle
Drinks in can or bottle	PHP 50.00 net/ can or bottle
Food Delivery (e.g. Grab, Food Panda, etc.)	PHP 200.00 net/delivery

## CANCELLATION AND POSTPONEMENT POLICY

The hotel reserves the right to amend its cancellation policy without prior notice.

- Cancellation: All confirmed events are considered final. Should a client decide to cancel a confirmed event, the property reserves the right to forfeit any payment made by the client to compensate for its loss of opportunity.
- Rescheduling: The hotel can accommodate rescheduling of event date should the client decide to do so, provided that the chosen venue and its suppliers are all available on the new date chosen; however, the hotel and its accredited suppliers reserve the right to charge rescheduling fee for the lost opportunity to sell the initial confirmed date to other potential clients.
- In the event of NO SHOW of a guaranteed booking, first day charges will be applied of a guaranteed number of guests for the first day of the event.
- Fees not paid on due date shall automatically signify cancellation of reservation and any payments made shall be forfeited.
- Any number of persons exceeding the minimum confirmed or guaranteed number of guests shall be charged accordingly.

# THE PARK

## **NON-SMOKING POLICY**

In compliance with local regulations, smoking is strictly prohibited in the rooms and public areas, except at designated smoking zones within the property. There will be a cleaning fee of PHP 5,000.00 net levied per incidence of smoking. For our guests' comfort, there is a designated smoking area available in the Hotel.

## **NO PARTY POLICY**

For the comfort of all our guests, the property observes a quiet time from 2200H to 0700H. Guests are required to strictly comply.

## **FORCE MAJEURE**

Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations.

## **PET FEE**

The hotel shall collect a fee amounting to PHP 800.00 per pet per night brought inside the property. Price is subject to change without prior notice.

## **SECURITY DEPOSIT**

The property shall collect a security deposit amounting to PHP 2,000.00 per room booked to cover for incidental charges, if any. Price is subject to change without prior notice.

## **SAFETY**

To ensure your safety, guests are required to wear their face masks at all times, whenever outdoors and especially in common areas. Please accomplish our Mandatory Health Declaration Form through the QR Code attached in the email with absolute truthfulness (2) two days prior to your arrival. Failure to answer with utmost honesty is punishable by law and will give the property the right to refuse the guest from entering the hotel's premises.

Thank you for considering The Park Silang. We are committed to ensure that your activity will be a great success. Please do not hesitate to contact us at mobile numbers 0917 800 5367/ 0919 084 0223 or thru email at [reservations@theparksilang.com](mailto:reservations@theparksilang.com) if we can be of any assistance at any time.

## **THE PARK SILANG**




**Robin B. Ambion**  
Sales & Marketing Supervisor

## **CLIENT**



**Emma V. Sinclair**  
Officer-In-Charge, OWWA



# THE PARK


## CATERING TERMS & CONDITIONS

- Any Additional on top of the guaranteed number of guests will be charged accordingly per head. Should attendees exceed more than 10% of the confirmed number of guests, the Caterer reserves the right to increase the price per person, and/or offer a different set of menu as per Chef's discretion. The Banquet Manager shall have the Client contact person / person in-charge / coordinator sign an Order Slip for the additional headcount or orders. This additional order shall be settled by the Client right after the event.
- The buffet table will remain open after all guests have gotten their food. The Client has the option to close the buffet and/or take-out the leftovers right after the buffet service. The caterer may provide containers for an additional charge of Php 30.00 per container of 500ml microwavable.
- If alcohol is provided as part of the catering services, it is the responsibility of the client to ensure that all legal requirements regarding the service and consumption of alcohol are met. The caterer does not assume liability for any issues arising from the consumption of alcohol at the event.
- Corkage fees shall be collected by the caterer for outside food and beverage during the catering event. Fees will also be applied for reheating outside food. Please see the fees below:

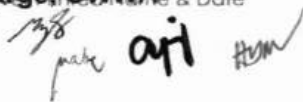
Soda / Beers	PHP 35.00 Per Bottle / PHP 750.00 Per Case
Wine / Bottled Liquors	PHP 5.00 per ML
Bottled Soda (1- 1.5L)	PHP 80.00 Per Bottle
Cooked Food Items	PHP 500.00 Per Food Pan (30-50 Persons)
Additional Ice	PHP 500.00 per Chest
Chilling / Cooling Fee	PHP 500.00 Maximum 3 Cases
Reheating Fee	PHP 300.00 Per Food Pan (30-50 Persons)
Cooking Fee (Seafood / Grilling)	PHP 300.00 Per Kilo
Additional Carving Station e.g. Lechon, Parma Ham, Chicken, Duck	PHP 1,500.00 (Maximum 3 Pcs)
Additional Butler / Wine Service	PHP 1,000.00 Per Waitstaff

- Serving after the contracted time will be charged at PHP 3,500.00 for the first thirty minutes to one hour, and PHP 2,000.00 on succeeding hours.
- Any breakages and equipment losses that are caused by the client / guests shall be charged accordingly.
- The caterer will not be held liable for food spoilage four (4) hours after the agreed time of service. The caterer adheres to strict food handling and safety protocols to ensure the quality and safety of food. However, the caterer shall not be held liable for any foodborne illnesses that may occur due to mishandling or improper storage after the event.
- By engaging the caterer's services, the client agrees to release the caterer from any liability for damages, injuries, or losses arising from the consumption or handling of our food, except in cases of gross negligence or willful misconduct on the caterer's part.

By engaging our catering services, you acknowledge that you have read, understood, and agreed to the terms and conditions outlined above.

  
**Emma V. Sinclair**

Officer-In-Charge, OWWA \_\_\_\_\_  
Printed Name, Title, and Date





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



**NOTICE OF AWARD**

20 June 2024

**Mr. ROBIN B. AMBION**  
Sales & Marketing Supervisor  
**THE PARK SILANG**  
Phase 3, Richard Hills,  
Putting Kahoy, Silang, Cavite

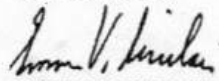
Dear Mr. Ambion:

Please be informed that your bid proposal received 14 June 2024 for the Proposal for the Lease of Venue for Capability Enhancement Training for SENA Desk Officer on Conciliation-Mediation and the Single-Entry Approach (SENA) with the Total Contract Price of Five Hundred Thirty-eight Thousand Pesos (Php538,000.00) only, is accepted.

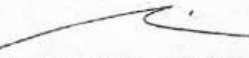
Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner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

Thank you.

Very truly yours,

  
**EMMA V. SINCLAIR**  
Officer-In-Charge

Conforme:

  
**Mr. ROBIN B. AMBION**  
Sales & Marketing Supervisor  
**THE PARK SILANG**  
Date: June 21 2024



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



**NOTICE TO PROCEED**

Date: JUN 21 2024

**Mr. ROBIN B. AMBION**  
Sales & Marketing Supervisor  
**THE PARK SILANG**  
Phase 3, Richard Hills,  
Putting Kahoy, Silang, Cavite

Dear **Mr. Ambion**:

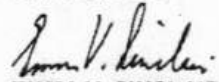
The attached Contract Agreement having been approved, notice is hereby given to **THE PARK SILANG** that service for the Proposal for the Lease of Venue for Capability Enhancement Training for SENA Desk Officer on Conciliation-Mediation and the Single-Entry Approach (SENA) may commence effective **June 26-28, 2024** 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, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**EMMA V. SINCLAIR**  
Officer-In-Charge

I acknowledge receipt of this Notice on June 21 2024

  
**Mr. ROBIN B. AMBION**  
Sales & Marketing Supervisor  
**THE PARK SILANG**