

June 28, 2024

Ms. Emma V. Sinclair

Officer-In-Charge, OWWA

Overseas Workers Welfare Administration OWWA - Learning and Development HRMDD

F.B. Harrison St, Pasay, Metro Manila

Subject: Live - In Conference Package Contract for OWWA - Learning and Development HRMDD on July 2-5, 2024

Dear Ms. Sinclair,

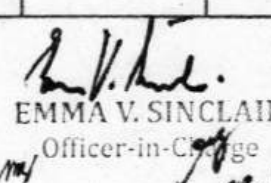
Say hello to a safe and still stay with Ramada!

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/ Days	No. of Pax / No. of Rooms	Rate	Amount
July 2-5, 2024	Live-in Conference Package	8:00 AM - 8:00 PM	4 Days	35 pax	₱2,700.00	₱378,000.00
July 2-5, 2024	Deluxe Room (Twin-Sharing)	2:00 PM - 12:00 PM	3 Nights	2 rooms		
July 2-5, 2024	Superior Room (Twin Occupancy)	2:00 PM - 12:00 PM	3 Nights	15 rooms		
July 2-5, 2024	Superior Room (Single Occupancy)	2:00 PM - 12:00 PM	3 Nights	1 room		
July 1-2, 2024	Complimentary Rooms for Secretariat	2:00 PM - 12:00 PM	1 night	1 room		
July 2-4, 2024	AM Snack, Managed Lunch Buffet, PM Snack, Managed Dinner Buffet	8:00 AM - 8:00 PM	3 Days	35 pax		
July 5, 2024	AM Snack, Managed Lunch Buffet, PM Snack	8:00 AM - 5:00 PM	1 Day	35 pax		

  
RAMADA BY WYNDHAM MANILA CENTRAL  
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EMMA V. SINCLAIR  
Officer-in-Charge

  
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July 5, 2024	Social Cocktail Evening	8:00 PM - 10:00 PM	1 Day	35 pax	
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**Subtotal: ₱378,000.00**

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

**Package Inclusions:**

- Socials Night with Mobile Bar (unlimited drinks for 3 hrs)
- 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
- Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries
- Use of Function Room/Conference Room for whole day for at least 35 pax (for participants and Resource Speaker) with ample space for Workshop activity and Secretariat table
- Strong Internet connection and Wifi Access in function rooms and hotel rooms (a total of 160 mbps)
- LCD Projector with Wide Screen
- Provision of Sound System and 3 microphones
- Podium, Philippine Flag, White Board Markers and Erasers
- Venues must be compliant with the Occupational Safety Health guidelines
- Facilities and rooms should be PWD friendly and compliant to the Green Public Procurement Program
- There should be designated area for smoking, preferably near the conference/function room
- Complimentary parking space/area (at least 5 slots)
- Complimentary Banner/Electronic Signage to welcome participants

**In Excess:**

- Hours : Php 5,000 net/hour
- Projector & Screen : Php 2,500 net/day
- Live - In Participant : ₱2,700.00 net/day/pax

**RESERVATION PROCEDURE:** The HOTEL will hold the availability of the room / function space on a tentative basis until . 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.

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*Emma V. Sinclair*  
**EMMA V. SINCLAIR**  
 Officer-in-Charge

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**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.

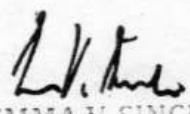
**ROOMING LIST:** The CLIENT is responsible for assigning each room to their chosen guests which has to be recorded on our Rooming List Form that has to be agreed upon by the CLIENT upon check-in.

**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.

**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.

   
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**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:

- 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.
- 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;
- Labor charges will apply to functions if more than standard clean-up is required at the close of the function;
- Banners may be hung with approval from the General Manager;
- CLIENT is to ensure that any waste is properly disposed of according to relevant statutory provisions.

**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.

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 Officer-in-Charge

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**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.

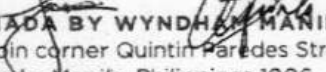
**ARBITRATION:** Any controversy or claim arising out of or relating to this agreement, or the breach thereof, that cannot be acceptably negotiated by both parties shall be settled by arbitration in accordance with the rules of the Alternative Dispute Resolution Act of 2004. Judgment on the award rendered 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.

**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.

  
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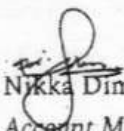
  
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Ms. Sinclair, we hope our proposal meets your approval. For any questions or concerns, you may reach the undersigned at mobile number 0998 849 9335 , trunkline (632) 8588 6688 or facsimile number (632) 8354 4152.

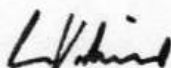
This proposal will be valid only upon receipt of the signed copy from you. You may send a signed copy of each page at [mdimailig@ramadamanila.com](mailto:mdimailig@ramadamanila.com).

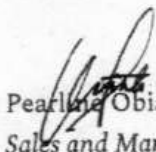
Thank you very much and we look forward to welcoming you here at Ramada by Wyndham Manila Central!

Sincerely,

  
Nikka Dimailig  
Account Manager

Conforme:

  
Ms. Emma V. Sinclair  
Officer-In-Charge *28 Nov*  
Date: \_\_\_\_\_ *apj*

  
Pearlina Obial  
Sales and Marketing Manager

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



**NOTICE OF AWARD**

24 June 2024

**Ms. NIKKA DIMAILIG**  
Account Manager  
**PARADIGMA INTERNATIONAL INC.**  
**(RAMADA BY WINDHAM MANILA CENTRAL)**  
Ongpin corner Quintin Paredes Sts.,  
Binondo, Manila

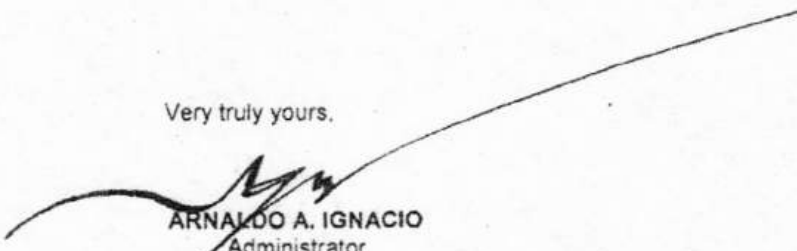
Dear Ms. Dimailig:

Please be informed that your bid proposal received 14 June 2024 for the **Proposal for the Lease of Venue for Supervisory Development Course Track III (SDC Track III)** with the Total Contract Price of **Three Hundred Seventy-eight Thousand Pesos (Php378,000.00)** 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,

  
**ARNALDO A. IGNACIO**  
Administrator

Conforme:

*For: jflavain*  
**Ms. NIKKA DIMAILIG**  
Account Manager  
**PARADIGMA INTERNATIONAL INC.**  
**(RAMADA BY WINDHAM MANILA CENTRAL)**  
Date: June 27, 2024



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



NOTICE TO PROCEED

Date: JUN 27 2024

Ms. NIKKA DIMAILIG  
Account Manager  
PARADIGMA INTERNATIONAL INC.  
(RAMADA BY WINDHAM MANILA CENTRAL)  
Ongpin corner Quintin Paredes Sts.,  
Binondo, Manila

Dear Ms. Dimailig:

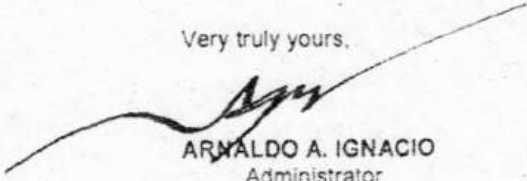
The attached Contract Agreement having been approved, notice is hereby given to PARADIGMA INTERNATIONAL INC. (RAMADA BY WINDHAM MANILA CENTRAL) that service for the Proposal for the Lease of Venue for Supervisory Development Course Track III (SDC Track III) may commence effective July 2-5, 2024 after 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,

  
ARNALDO A. IGNACIO  
Administrator

I acknowledge receipt of this Notice on June 27, 2024

  
Ms. NIKKA DIMAILIG  
Account Manager  
PARADIGMA INTERNATIONAL INC.  
(RAMADA BY WINDHAM MANILA CENTRAL)  
Date: June 27, 2024