

October 7, 2024

MR. ARNALDO IGNACIO
 Administrator
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OVWVA Cenier Bldg., F.B. Hanison St., Cor. 7th St., Pasay City
 Tel* 83301 1 3 Telefax, 8331010

LIVE-IN EVENT CONTRACT

October 7-8, 2024 | 40 PAX

Dear **Valued Client**,

Warm Greetings from Hotel Benilde!

Hotel Benilde is the first hotel affiliated with De La Salle-College of Saint Benilde; the brand promises an unparalleled hotel experience in the heart of Manila. It offers modern and comfortable accommodations, excellent dining options, personalized service, and convenient amenities for both business and leisure travelers.

We had made the following contract based on your requirements.

BANQUET:

DESCRIPTION	DATE OF EVENT	NUMBER OF GUEST/S	PUBLISHED RATE PER HEAD	DISCOUNTED RATE PER HEAD	TOTAL PACKAGE
GOVERNMENT	OCTOBER 7, 2024	40	Php 3,000.00	<u>Php 2,000.00</u>	<u>Php 80,000.00</u>
GOVERNMENT	OCTOBER 8, 2024	40	Php 2,200.00	<u>Php 1,400.00</u>	<u>Php 56,000.00</u>

DAY 1 INCLUSIONS:

- Use of 2 Function Rooms at the 2nd Floor from 8:00am – 7:00pm
- AM Snack, Managed Buffet Lunch, PM Snack and Managed Buffet Dinner good for 40 pax
- 80 cans/bottles of San Miguel Beers
- Pica-pica good for 40 pax (2 viands only)
- Ingress & Egress of the event
- Basic Banquet Set-up, Design and Services
- 1-2 Registration Table
- Basic Lights and Sound System
- Use of Stage (if needed)
- Use of Podium (if needed)
- Use of Flagpole and Philippine Flag (if needed)
- Use of Whiteboard and Marker (if needed)
- Use of 2-3 Microphones
- 1-2 LCD Projector and Screen
- Electronic TV Banner
- Complimentary use of extension cords
- Complimentary coffee, tea and candies


 Client Signature

- Complimentary WiFi access (200 mbps)
- Complimentary use of fine dining set for demo
- Complimentary overnight stay in 1 Superior Room without breakfast (October 6-7, 2024)
- 4 Complimentary Parking Pass

DAY 2 INCLUSIONS:

- Use of 2 Function Rooms at the 2nd Floor from 8:00am – 5:00pm
- AM Snack, Managed Buffet Lunch and PM Snack good for 40 pax
- Ingress & Egress of the event
- Basic Banquet Set-up, Design and Services
- 1-2 Registration Table
- Basic Lights and Sound System
- Use of Stage (if needed)
- Use of Podium (if needed)
- Use of Flagpole and Philippine Flag (if needed)
- Use of Whiteboard and Marker (if needed)
- Use of 2-3 Microphones
- 1-2 LCD Projector and Screen
- Electronic TV Banner
- Complimentary use of extension cords
- Complimentary coffee, tea and candies
- Complimentary WiFi access (200 mbps)
- Complimentary use of fine dining set for demo
- 4 Complimentary Parking Pass

SPECIAL ROOM RATE:

October 7-8, 2024:

- | | |
|--|---------------|
| • 17 Twin Sharing Room (Superior Room) | Php 56,100.00 |
| • 5 Single Occupancy Room (Superior Room) | Php 16,500.00 |
| • 1 PWD Room with Sofa Bed (Superior Room) | Php 3,300.00 |
| • 1 Complimentary Room without breakfast (Superior Room) | Php 0.00 |

TOTAL ROOMS & BANQUET: PHP 211,900.00 / NET

ROOMS AMENITIES:

Guest Rooms Amenities and Inclusions:

- Welcome Drinks
- Complimentary Continental Breakfast Buffet
- Complimentary In – room tea & coffee facilities
- Free Hotel – wide wifi access (200 mbps)
- Free Local Calls
- Complimentary Use of Gym and Pool
- 40' LED Smart Cable TV
- In-room safety deposit box
- Hair Dryer
- Electronic bell, DND and Makeup room buttons
- Duvet Bed Linen
- Built-in bedside reading lights
- Waffle design bathrobe and slippers

Client Signature



[Handwritten Signature]

- Advance proximity card door lock systems

AIRPORT TRANSFERS:

VEHICLE	CAPACITY	RATE
Sedan / Innova	1 – 3 / 3-4 persons	Php 2,000.00 per way
Van	6 – 8 persons	Php 2,800.00 per way

NOTE: Rates may change without prior notice.

*** 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 – Full payment should be within 30 days after event
- 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.

IMPORTANT NOTE:

- Acceptable cheque's are the following:
 - ✓ Managers cheque
 - ✓ Company cheque
- Please note that De La Salle – College of Saint Benilde, Inc. is Tax Exempted thus, we do not honor CWT Tax.
 - ✓ Certificate of Tax Exemption No. 046 - 2018

POSTPONEMENT & CANCELLATION POLICY

1. Notice of Cancellation:

Cancellations must be communicated in writing to Hotel Benilde Maison De La Salle at least 30 days prior to the scheduled date of the event or service.

2. Cancellation Fees:

- More than 30 days prior to the event/service:
 - Postponement/Rebooking is allowed but should be within the month and subject to availability
 - If a guest opts to cancel the event, reservation deposits shall be forfeited upon cancellation of the event
- Less than 30 days prior to the event/service:
 - A cancellation fee of 50% will be charged for the meals and 50% for the function room rental.



Client Signature



- Less than 3 days prior to the event/service:
 - A cancellation fee of 100% penalty will be charged

3. Non-Refundable Deposits:

Any deposits made prior to the cancellation are non-refundable and will be retained by Hotel Benilde Maison De La Salle.

4. Force Majeure:

If the event or service is canceled due to unforeseen circumstances beyond the control of either party, such as natural disasters, acts of terrorism, or government regulations, the cancellation fees may be waived at the discretion of Hotel Benilde Maison De La Salle

5. Rescheduling:

Should you wish to reschedule the event or service instead of canceling, Hotel Benilde Maison De La Salle will make reasonable efforts to accommodate the new date but must within the month and subject to availability. The rescheduling may be subject to additional fees and terms.

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, 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

Client Signature

HOTEL *Benilde*
MAISON DE LA SALLE

- 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 ryna.quimora@hotelbenilde.com. We look forward to welcoming you and your guests here at Hotel Benilde Maison De La Salle.

Thank you.


Anjie Quimora
Deputy Reservations and Revenue Lead
Hotel Benilde Maison De La Salle

Conforme:


MR. ARNALDO IGNACIO
Administrator
OVERSEAS WORKERS WELFARE ADMINISTRATION
OVWVA Cenier Bldg., F.B. Hanison St., Cor. 7th St., Pasay City
Tel* 83301 1 3 Telefax, 8331010


Client Signature



NOTICE OF AWARD

26 September 2024

Ms. ANJIE QUIMORA
Deputy Reservations and
Revenue Lead
DE LA SALLE – COLLEGE OF SAINT BENILDE, INC.
(HOTEL BENILDE MAISON DE LA SALLE)
Taft Avenue, Manila

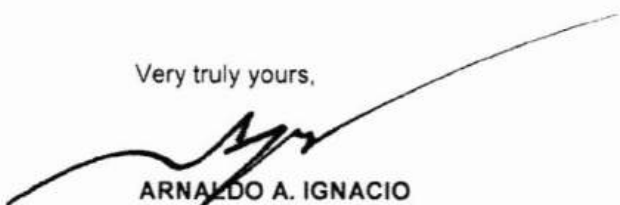
Dear **Ms. Quimora**:

Please be informed that your bid proposal received 19 September 2024 for the **Proposal for the Lease of Venue for Skills Enhancement Series: General Orientation on Official and Diplomatic Protocol, Engagements and Ceremonies for the Overseas Workers Welfare Administration (OWWA)** with the Total Contract Price of **Two Hundred Eleven Thousand Nine Hundred Pesos (Php211,900.00)** 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. ANJIE QUIMORA
Deputy Reservations and
Revenue Lead
DE LA SALLE – COLLEGE OF SAINT BENILDE, INC.
(HOTEL BENILDE MAISON DE LA SALLE)
Date: October 7, 2024



NOTICE TO PROCEED

Date: OCT 07 2024

Ms. ANJIE QUIMORA
Deputy Reservations and
Revenue Lead
DE LA SALLE – COLLEGE OF SAINT BENILDE, INC.
(HOTEL BENILDE MAISON DE LA SALLE)
Taft Avenue, Manila

Dear **Ms. Quimora**:

The attached Contract Agreement having been approved, notice is hereby given to **DE LA SALLE – COLLEGE OF SAINT BENILDE, INC. (HOTEL BENILDE MAISON DE LA SALLE)** that service for the Proposal for the Lease of Venue for Skills Enhancement Series: General Orientation on Official and Diplomatic Protocol, Engagements and Ceremonies for the Overseas Workers Welfare Administration (OWWA) may commence effective **October 7-8, 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, 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 October 7, 2024


Ms. ANJIE QUIMORA
Deputy Reservations and
Revenue Lead
DE LA SALLE – COLLEGE OF SAINT BENILDE, INC.
(HOTEL BENILDE MAISON DE LA SALLE)