

February 21, 2025

Dear **Mr. Arnaldo A. Ignacio**  
Administrator  
Overseas Workers Welfare Administration,

Greetings from Lime Resort Manila!

Thank you for choosing to celebrate your event with us on February 27 & 28, 2025.

Kindly see the details of the reservations below for your perusal.

## GROUP RESERVATION VOUCHER

February 20, 2025

Dear **OWWA**,

Thank you for your recent booking with us. Your group booking details are as follows.

Group Reservation ID		Check-In Date	February 27, 2025
Group Name	OWWA	Total Charges	₱ 342,750.00
Contact Number	0	Total Payments	0.00
Rooms and Status	24 Standard Twin, 4 Deluxe Twin	Balance:	₱ 342,750.00

### Room Charges

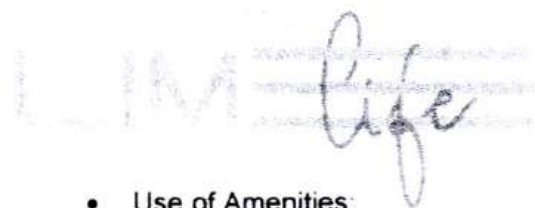
Stay Duration	Room Type	Qty	Room Rate	Net
02/26/2025 - 02/27/2025	STD (twin sharing)	1	₱ 3,150.00	₱ 3,150.00
02/27/2025 - 02/28/2025	STD (twin sharing)	23	₱ 3,150.00	₱ 72,450.00
02/27/2025 - 02/28/2025	DLXT (twin sharing)	4	₱ 3,650.00	₱ 14,600.00
			Sub Total Room Charges	₱ 90,200.00
02/27/2025 - 02/28/2025	MEALS and VENUE		₱ 227,550.00	₱ 227,550.00
02/27/2025	SOCIALS		₱ 25,000.00	₱ 25,000.00
			Sub Total Room Charges	₱ 252,550.00

Grand Total      ₱ 342,750.00

### Inclusions:

- Buffet Breakfast good for 2 persons per room
- One (1) night stay in 1 Standard Twin for Feb. 26 – 27, 2025 (Twin sharing)
- One (1) night stay in 23 Standard Twin for Feb. 27 – 28, 2025 (Twin sharing)
- One (1) night stay in 4 Deluxe Twin for Feb. 27 – 28, 2025 (Single occupancy, combined bed)
- Free Wi-Fi / LAN





- Use of Amenities:
  - Sky Lounge and Pool 8am – 10pm
  - Fitness Center 7am – 10pm
  - Parking (1 vehicle per room)
  - Inhouse Massage (With additional charge)
- Room Amenities:
  - Electric Kettle
  - Bottled Water
  - Coffee
  - Toiletries
  - Room Slippers
  - Bath Towel
- Function Room:
  - Exclusive use of Lotus Hall
  - AM Snacks, Managed Buffet Lunch, PM Snacks, & Managed Buffet Dinner for guaranteed 50 pax on February 27 & 28, 2025
  - Social night with pica-pica buffet setup for 50 pax on February 27, 2025
  - Corkage for Snacks (chips, chocolates, & breads) for February 27 & 28, 2025
  - Complimentary candies, nut, & chips
  - Basic set-up of tables and chairs good for 50 pax
  - Complimentary use of Sound System with 3 microphones
  - Complimentary use of LED Screen
  - Flowing Coffee, Tea and Water
  - Whiteboard and markers
  - A3 size welcome banner
  - Extension cords
  - Podium & Philippine Flag
  - Wi-Fi Access
- **Note:** Standard check-in is at **3PM** and check-out time is at **12NN**
- \*Special request can be noted in the system; however, **NOT COMMITTED** as it is still subject to room availability upon check-in.

#### **REQUIREMENTS AT CHECK-IN:**

- Check-in: 3:00PM and Check-out: 12:00 noon, valid Identification card (either Corporate ID, Government IDs, or passport) is required.
- Early check-in and late check-out are subject to availability and additional charges may apply.





#### TERMS AND CONDITIONS:

- Above room rates are based on per room, per night.
- Room rates are inclusive of breakfast, but additional charges may apply depending on guest's needs and requests.
- **Standard and Deluxe Twin:** Maximum of two (2) persons only

#### HOTEL POLICY

- All rooms are non-smoking.
- All requests are subject to availability.
- Reception is open 24 hours.
- High floor/ room location request is subject to room availability.
- Standard **check-in time: 3PM; Check-out: 12NN**
- Request for early check in / late check-out is subject to room availability (Additional cost will apply).

#### ROOMS TERMS AND CONDITIONS

The Hotel shall not be responsible for cancellations or failures if such cancellations which arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and severe weather.

While we cannot return your down payment in such events, conversely, you can rebook it within a 1-month period from the original date of reservation (This policy is subject to room availability).

- Room Confirmation subject to space availability
- Rates are subject to change without prior notice.

For Special Cases, medical, death and other documentation should be presented and seek an approval to the management.

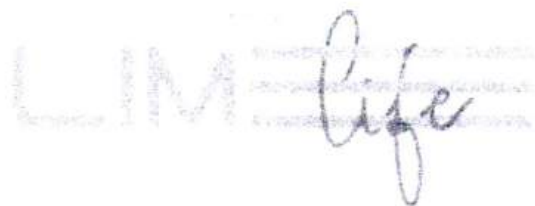
#### NO SHOW

All guaranteed guest who does not arrive until twelve (12) midnight of check-in date and time of the Hotel will be charged the total amount of room reservation.

#### BANQUET TERMS & CONDITIONS

- Additional meals and beverages consumed during the event should be settled immediately.
- Food, beverage and other incidental bills which are unsettled by the guest will be immediately forwarded to the client's bill.
- Food and Beverages must ONLY be purchased at the Hotel.
- The guest is not allowed to bring in food and beverages items in the hotel, unless that there is an agreement to the contrary. The Hotel will not be liable for any illness caused





by the consumption of food and beverages brought to the Hotel by the client/ guests and the client's guest.

- Taking—out of leftover food is strictly prohibited.
- In case that there is an agreement to the contrary, the Hotel is not liable for any illness resulting from consumption of food & beverages taken out from the hotel.
- Changes on the agreed meal menu will be allowed 2 weeks prior to the event.
- Additional meal menu will be allowed 2 weeks prior to the event.

#### VENUE

- Amendment/ Changes to the Physical Set—up Requirement, Room Requirement will be allowed 2 weeks prior to the event.
- Additional hour use of the event hall will be charge accordingly.
- Flammable & Explosive Materials are STRICTLY PROHIBITED.
- Change in Event date will be allowed ONCE, and MUST be 2 months before the event, provided that the Event can still be accommodated by Lime Resort Manila on its new schedule.
- The Guest, Client and the HOTEL, during the Event/ Stay must observe, follow, and maintain the existing LIME RESORT MANILA HOUSE RULES of the premises.

#### BILLING ARRANGEMENT:

- Send bill arrangement: We will provide the contract to be signed by the authorized signatory. Please provide us Letter of Authorization or Purchase Order, 2307-2036 forms, Certificate of Funds and other required documents. Incidental charges not part of the Contract will be settled right after the event.
- Account should be settled within 30 days upon the receipt of the SOA.
- REFUND of payment due to bad weather condition is NOT ALLOWED; otherwise, it can be rescheduled within three (3) months however, subject to function room availability and within one (1) month for the room accommodation
- REFUND is not allowed if booking is cancelled more than 7 days of reservation date. This is only applicable for reservation with advance payment.
- No show, Shortened stay- NO REFUND.
- Client hereby specifically agrees that should he/she cancel the function 1 month before the scheduled affair, all the sums paid therefore at the Hotel shall be forfeited in favor of the Hotel or if no deposit agreement has been made, a fifty (50%) cancellation fee based on the minimum guaranteed attendance shall be charged to the client. In the event of a cancellation, a formal letter must be submitted to the Hotel signed by the authorized signatory.
- While we cannot return your down payment in such events, conversely, **you can rebook it within 1-year period from the date of cancellation provided with supporting documents.** (This policy is subject to room availability).



#### VALIDITY OF THIS AGREEMENT:

This agreement comes into effect upon signature by an authorized representative and once it has been returned to and received by the hotel.

Failing to sign this contract, the hotel will be at liberty to offer accommodation at the best available rate at the time of the reservation.

In the event of, any circumstances outlined above becoming applicable, the hotel will have the right to apply the best available rates thereafter for any bookings made by the group.

The rates contained in this agreement are valid on **February 27 - 28, 2025**, the hotel reserves the right to introduce amendments to this contract in the event of major changes of market conditions.

#### CONFIDENTIALITY:

All rates, terms and conditions are **STRICTLY CONFIDENTIAL**. Any disclosure thereof to any third person/s or entity shall be imposed with a penalty and the hotel has the option to terminate this contract agreement.

By signing this form, you agree to comply with the terms and conditions.

Prepared by:

  
**Wana Catrina Taberna**  
Banquet Account Executive

Conformed:

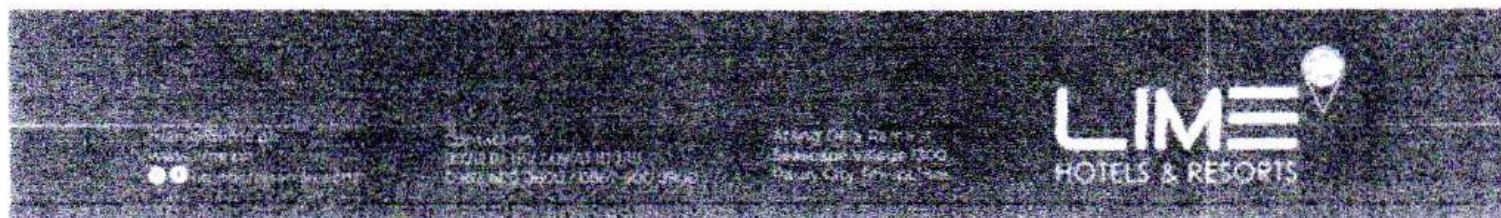
  
**Arnaldo A. Ignacio**  
Administrator  
Overseas Workers Welfare Administration

Noted by:

  
**Jeffrey Camillon**  
Sales & Marketing Manager

Approved by:

 2/21/25  
**John Herrera**  
Resident Manager





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



**NOTICE OF AWARD**

20 February 2025

**Ms. WANA CATRINA TABERNA**  
Banquet Account Executive  
**MANILA BAYFRONT RESORTS INC.**  
(LIME RESORT MANILA)  
Atang Dela Rama Street, Seascape Village,  
CCP Complex, Pasay City

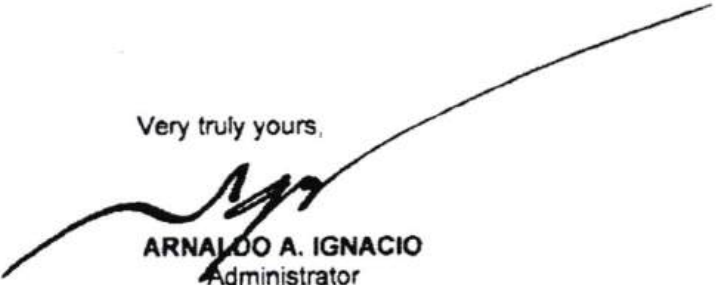
Dear **Ms. Taberna**:

Please be informed that your bid proposal received 12 February 2025 for the **Proposal for the Lease of Venue for VALUES FORMATION WORKSHOP (VALUES ORIENTATION WORKSHOP)** as the LCRQ for a contract price of **Three Hundred Forty-two Thousand Seven Hundred Fifty Pesos (Php342,750.00)** 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:

  
**Ms. WANA CATRINA TABERNA**  
Banquet Account Executive  
**MANILA BAYFRONT RESORTS INC.**  
(LIME RESORT MANILA)  
Date: Feb. 25, 2025



**NOTICE TO PROCEED**

Date: FEB 24 2025

**Ms. WANA CATRINA TABERNA**  
Banquet Account Executive  
**MANILA BAYFRONT RESORTS INC.**  
**(LIME RESORT MANILA)**  
Atang Dela Rama Street, Seascape Village,  
CCP Complex, Pasay City

Dear **Ms. Taberna**:

The attached Contract Agreement having been approved, notice is hereby given to **MANILA BAYFRONT RESORTS INC. (LIME RESORT MANILA)** that service for the Proposal for the Lease of Venue for VALUES FORMATION WORKSHOP (VALUES ORIENTATION WORKSHOP) may commence effective **February 27-28, 2025** 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 \_\_\_\_\_

  
**Ms. WANA CATRINA TABERNA**  
Banquet Account Executive  
**MANILA BAYFRONT RESORTS INC.**  
**(LIME RESORT MANILA)**  
Date: 2/29/25