

CONTRACT
OWWA
March 17-21, 2025

Kindly be advised that the function room/rooms have been reserved. Rates quoted are valid until **March 11, 2025**;

Daily Room Requirement

Room Category	Number of rooms required	Date/ Length of stay
Imperial Room 2BR (Quad)	1	March 16-21, 2025 / 5 nights
Deluxe Rooms (Single)	4	March 17-21, 2025 / 4 nights
Deluxe Room (Twin)	16	March 17-21, 2025 / 4 nights

***complimentary one-night stay for Imperial Room with breakfast buffet for 4 checking in on March 16, 2025**

I. Rate inclusions:

- Inclusive of daily breakfast starts on the 2nd day
- Above rooms are, either one big bed or twin beds. Specific bed configuration preference is subject to availability upon check-in.
- Please note that the rate/s offered are one- time special rate only and non-commissionable.
- Extra person is charged at Php 1,800 nett/ person, including extra bed set-up
- All rates are inclusive of government taxes and service charge.
- All rates are quoted in Philippine Peso on a per room per night basis.

II. In-room complimentary services

- Daily complimentary bottled waters
- Complimentary coffee and tea making facility
- Kitchenette
- Wi-Fi Internet Access
- Complimentary Parking at Basement 1 and 2
- Free use of Fitness Edge Gym and LAMA swimming pool
- Scheduled Shuttle Service (Filinvest & Madrigal Business Park Area), 10 am, 2pm, 5pm and 8pm (subject to change without prior notice)

III. Airport Transfer available upon request

- Php2,300 per CAR per way
- Php4,300 per VAN per way

IV. Live-In Package Rates and Special Arrangements

Date of function: March 17-21, 2025

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Meal Requirements/ Set-up:

Date /Time	Function Room	Meal/s
Day 1 March 17, 2025 8AM-8PM	Brasserie <i>U-shape and Classroom</i>	Full board (40 persons) <i>AM Snacks, PM Snacks, Buffet Lunch, and Buffet Dinner</i>
Day 2 March 18, 2025 8AM-8PM	Brasserie <i>U-shape and Classroom</i>	Full board (40 persons) <i>AM Snacks, PM Snacks, Buffet Lunch, and Buffet Dinner</i>
Day 3 March 19, 2025 8AM-8PM	Brasserie <i>U-shape and Classroom</i>	Full board (40 persons) <i>AM Snacks, PM Snacks, Buffet Lunch, and Buffet Dinner</i>
Day 4 March 20, 2025 8AM-4PM	Brasserie <i>U-shape and Classroom</i>	Whole Day (40 persons) <i>AM Snacks, PM Snacks, and Buffet Lunch</i>
Day 4 March 20, 2025 6PM-10 PM	Brasserie <i>Round Tables</i>	Buffet Dinner with Socials (40 persons) <i>Buffet Dinner + Concoctions by The Nest</i>
Day 5 March 21, 2025 8AM-12 NN	Brasserie <i>Round Tables</i>	Buffet Lunch (40 persons) <i>Buffet Lunch</i>

V. PROFORMA INVOICE:

Particulars
Room Accommodation Imperial Room 2-Bedroom x 5 nights x 1 room Deluxe Rooms (Twin) x 4 nights x 16 rooms Deluxe Rooms (Single) x 4 nights x 4 rooms
Banquet Package Day 1 Full board x 40 persons Day 2 Full board x 40 persons Day 3 Full board x 40 persons Day 4 Whole Day + Dinner and Concoctions x 40 persons Day 5 Lunch Buffet x 40 persons
Estimated Total: Php 4,350 nett per pax x 40 pax x 5 days = Php 870,000

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***Please take note that all rates include service charge and government tax. Rates may change without prior notice.**

VI. Check-in Time and Check-out Time

Hotel rooms are available for check-in at 3:00 PM. Guests arriving prior to this time will be allocated rooms as soon as they become available. Request for early check-in is subject to availability.

Check-out time is 12:00 PM (hotel local time). Guests requiring special consideration for late check-out should make their request when placing reservations. Rooms may be extended 6:00 PM at 50% of the room rate, subject to availability. After 6:00 PM, rooms will be charged at full night's rate, subject to availability.

VII. Attrition and Deposit

All payments must be received in Philippine Peso or in another foreign currency agreed between client and the Hotel based on the exchange rate used by the Hotel on the date of payment. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the Hotel's control and may impact the amount charged to the client's credit card. The amount paid by client in United States Dollars or such other foreign currency shall be equivalent to the rates confirmed in Philippine Peso. Please contact the hotel if you have any questions.

VIII. Billing

- Total Contract Package amounting to **EIGHT HUNDRED SEVENTY THOUSAND PESOS (Php 870,000 nett)** only. Contract must be signed on or before **MARCH 11, 2025**.
- Any additional amount incurred other than the contracted price/incidental charges shall be fully paid **UPON CHECK OUT**.

IX. Payment terms

For Clients with Credit Line /Send bill arrangement

- **Subject to the Hotel's Finance Department's approval**
- To be settled within 15-30 days upon receipt by Client of the Statement of Account. The contact details and the address provided by the Client shall be used in sending the Statement of Account and the Client warrants that the said contact details and addresses are true and correct and up-to-date.
- Signed Contract and LOA / PO is required before the date of the function.

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- Incidentals will be settled at the conclusion of the function in cash or by credit card only.
- An original expanded withholding tax (EWT) certificate, shall be required from Clients who claim extended special tax exemptions. Failure to supply the said document prior to the date of the function shall oblige the Client to pay the full amount.
- In case cancellation or termination of this Agreement is made after the confirmation of the booking, a corresponding cancellation fee shall apply, as stated in this Agreement.

Clients without credit line

- The Hotel accepts payment by cash, credit card, or company or manager's check.
- Check payments must be provided at least five (5) working days prior the function date for clearing.
- If payment will be made by electronic transfer or bank deposits, payment shall be made to the Hotel's bank account, as follows:

Account Name:	Richville Hotel Management Inc.
Bank Name:	METROBANK
Bank Address:	Madrigal Business Park
PESO Account (PHP):	495-3495500773
Swift Code:	MBTCPHMM

All outstanding Master Account charges minus deposits shall be due and payable upon check – out or completion of the function.

In case of delays in the payment, the Client may issue a letter of guarantee, with official stamp or dry seal, to the Hotel upon signing the contract to establish a temporary credit. The Client may pay at least a day before the function. For any delays on the payment, the Hotel will apply **100%** of the total remaining amount for late payment charge.

Master Folio/ Account

A Master Folio/Account shall be established for the organizer at least 3 days prior to the function.

- Deposits received will be posted into this Master Folio/ Account and the outstanding balances are payable in full prior to departure from the Hotel.
- Please advise items and services that are under Master account. This list shall also include the name of those persons who have signing authority to the Master Folio/ Account.

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Individual Folio/ Account

All room charges and/or incidental charges will be on guest's personal account which has to be settled by cash or credit card prior to the guests' departure unless otherwise indicated or instructed by the company to be charged to the Master Folio/ Account.

Room/s Reserved

The Hotel will periodically review the room block on the dates set out to evaluate whether the reservations received to date are in accordance with expectations. Adjustments of the room block will be made accordingly during each review.

Final Review

Reserved rooms will be reviewed again, and the Client shall confirm the reserved rooms with the Hotel in writing. The unused rooms will then be released.

Guestroom Cancellation / Reduction of Stay / No-show

After March 11, 2025, any late cancellations or change of dates resulting in reduction of stay will be subject to a cancellation charge, as follows:

Number of days prior to the event date	Cancellation fees – expressed as a % of the Total Contract Price
30 days or more prior to function date	30% of the contract package
15 days prior to function date	50% of the contract package
10 days prior to the function	100% of the contract package

The Client/Organizer will be responsible for the late cancellation, no-show charges, and early departure charges. These charges will be billed to the Master Account.

Other Terms and Conditions

- Rates quoted and mentioned in this agreement shall not be disclosed directly or indirectly to any third party, unless written approval is given by the Hotel.
- Except as otherwise provided in this Agreement, the performance by either party of its obligations under this Agreement is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the parties, making it illegal or impossible to perform to their respective obligation under this Agreement. This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to the other.

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- Force Majeure shall not include the novel coronavirus Covid-19 pandemic, which is ongoing as of the date of the execution of this Agreement. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor inability of either party to make a profit or avoid financial loss, (b) changes in the Market prices and or conditions or (c) a party's financial inability to perform its obligations hereunder.
- However, should there be specific instructions from a related government or international approved health organization of which the reason could not be foreseen due to Covid-19 at the time of contracting, the Client shall inform the Hotel in writing stating that Covid-19 is directly affecting the event and or attendees. In which case, the following options can be mutually agreed: (1) The Client uses their good faith and all efforts to continue as a smaller event without attrition damage; (2) The Client rebooks within the same or greater value to a future date within 12 months from the date of the cancellation. The rescheduled date is subject to mutual approval all group/ event costs and paid deposits shall be considered for the rescheduled date. Please note the exercise of either option stated is for one time only; or (3) the event is cancelled by mutual agreement as a direct result of Covid-19, and the original signed contract cancellation conditions will apply at the discretion of the Hotel.
- The Hotel is equipped with closed circuit TV (CCTV) cameras that monitor public areas all around the Hotel property and areas of responsibility. These include hallways, lifts, and other public areas, including function rooms.
- The Hotel's entrance and exit doors of the function rooms should not at any point be covered/obstructed by the lay-out, set-up, equipment, and/or materials/props of the Client or its organizer or any third-party suppliers for safety and security reasons. The Hotel has the right to take out and break down anything that will obstruct the free passage of guests in case of emergency.
- The Hotel's first and foremost concern is the safety and security of our guests and associates. We have strict security measures in place that include security checks by the entrance to the hotel lobby, security personnel who patrol the hotel perimeters, and roving officers within the Hotel.
- The Client shall indemnify and hold the Hotel, its directors, officers, employees, personnel, and agents ("Hotel Group") harmless from any loss, liability, costs, or damages arising from actual or threatened claims or causes of action resulting from the negligence or misconduct of the Client, its respective officers, directors, employees, agents, contractors, members, or participants in relation to the function subject of this contract.

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- In compliance with Executive Order No. 26 prohibiting smoking in public areas, please be advised that smoking shall strictly be allowed in the designated smoking area only.
- Data Privacy – The privacy and security of your information is very important to us. By providing your personal data and other personal details through our Services, you acknowledge that your personal data will be processed pursuant to the terms our Vivere

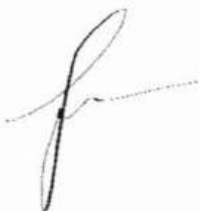
Hotel's Privacy Policy and the provisions of the Data Privacy Act and its Implementing Rules and Regulations.

Acceptance

By signing and returning this agreement on or before the option date, this agreement will constitute a binding contract between both parties. In the event, that a fully signed copy of this agreement is not received by the option date, neither party will have any further obligations under this agreement. The Client hereby warrants that the person signing this Agreement, as indicated below, is fully authorized by the Client to do so.

We look forward to welcoming OWWA soon.

Sincerely,



Ericka Cayton
Sales Executive

CONFORME:

Name: ARNALDO A. IGNACIO

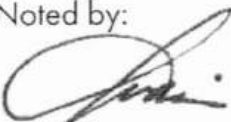
Designation: OWWA, Administrator

Date:

Mar 17

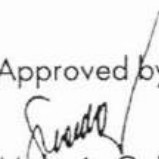
Mar 17

Noted by:



Carmelie N. Rodinas
Senior Sales Manager

Approved by:



Melanie G. Del Villar
Director of Sales



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



NOTICE OF AWARD

10 March 2025

Ms. ERICKA G. CAYTON
Sales Executive
VIVERE HOTEL & RESORTS
(RICHVILLE HOTEL MANAGEMENT, INC.)
5102 Bridgeway Ave. cor.
Asean Drive, Filinvest Corporate City,
Muntinlupa City

Dear **Ms. Cayton**:

Please be informed that your bid proposal received 05 March 2025 for the **Rebidding for the Lease of Venue for 2024 Pre-Deployment Training Program for OWWA Officers** as the SCRQ for a contract price of **Eight Hundred Seventy Thousand Pesos (Php870,000.00)** 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. ERICKA G. CAYTON
Sales Executive
VIVERE HOTEL & RESORTS
(RICHVILLE HOTEL MANAGEMENT, INC.)
Date: 3/14/25



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



NOTICE TO PROCEED

Date: MAR 13 2025

Ms. ERICKA G. CAYTON
Sales Executive
VIVERE HOTEL & RESORTS
(RICHVILLE HOTEL MANAGEMENT, INC.)
5102 Bridgeway Ave. cor.
Asean Drive, Filinvest Corporate City,
Muntinlupa City

Dear **Ms. Cayton**:

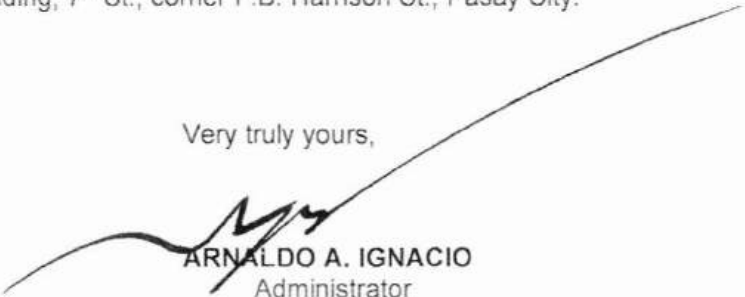
The attached Contract Agreement having been approved, notice is hereby given to **VIVERE HOTEL & RESORTS (RICHVILLE HOTEL MANAGEMENT, INC.)** that service for the Rebidding for the Lease of Venue for 2024 Pre-Deployment Training Program for OWWA Officers may commence effective **March 17-21, 2025** after 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, 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 3/14/25


Ms. ERICKA G. CAYTON
Sales Executive
VIVERE HOTEL & RESORTS
(RICHVILLE HOTEL MANAGEMENT, INC.)