



#### LIVE-IN CONTRACT

*Serviced Residences*

<b>COMPANY NAME</b>	<b>OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)</b>	<b>CREATION DATE</b>	20 March 2025
<b>CONTRACT NO.</b>	BQT 2025-042	<b>TYPE OF FUNCTION</b>	Live-in Event
<b>CONTACT PERSON/S</b>	<b>Zosima Maria P. Santos</b>	<b>DATE OF FUNCTION</b>	March 27-28, 2025 Thursday-Friday
<b>AUTHORIZED SIGNATORY</b>	<b>MR. ARNALDO A. IGNACIO</b> Administrator	<b>TIME OF EVENT, FUNCTION ROOM &amp; TYPE OF SETUP</b>	Pacific Hall / Ground Floor / Strand Cafe — Set-Up: Round Table
<b>COMPANY ADDRESS</b>	OWWA Ctr., cor. 7th & F.B. Harrison St., Pasay City, Metro Manila	<b>GUARANTEED NUMBER OF ATTENDEES</b>	100 persons
<b>CONTACT NUMBER</b>	+639660735481	<b>EVENT TITLE</b>	"Phase 2 of the Consultation Workshop and Competency-Based Management System (CBMS) Roll out for Program to Institutionalize Meritocracy and Excellence in Human Resource (Prime-HRM)"
<b>EMAIL ADDRESS</b>	hmdd.learning.and.development@gmail.com		
<b>BILLING ARRANGEMENT</b>	Send Bill Arrangement		

#### BANQUET ARRANGEMENTS

Date / Time	Function Room	Banquet Requirement	No. of Pax	Rate per Head	Total
March 27, 2025	Pacific Hall / Stand Cafe	Am Snack, Managed Buffet Lunch, PM Snack, Managed Buffet Dinner with Socials	100	Php 3,600.00	Php 360,000.00
March 28, 2025	Pacific Hall / Stand Cafe	Am Snack, Managed Buffet Lunch, PM Snack	100	Php 1,600.00	Php 160,000.00
<b>TOTAL</b>					<b>PHP 520,000.00 NETT</b>

#### BANQUET INCLUSIONS & AMENITIES

- Inclusive use of Function Room
- Basic sound system with microphone
- Extension cords
- Whiteboard with markers and eraser
- Pads and pencils
- Flipchart with easel stand
- Assorted mints and candies
- Wide screen with LCD Projector
- Guaranteed high-speed Wi-Fi access



*Serviced Residences*

- Complimentary parking slots based on the 10% of the guaranteed attendees (Limited only on a first come, first serve basis)

#### **MENU REQUIREMENTS**

- To be Advised

#### **BEVERAGE REQUIREMENTS**

- One Round of Iced Tea per Meal
- Free Flowing Coffee and Tea

#### **EVENT TERMS & CONDITIONS**

- Above rates are quoted in Philippine Peso. Rates are inclusive of applicable taxes and service charge.
- Any excess to the guaranteed number of attendees shall be charged accordingly.
- Any incidentals/additional expenses shall be charged to the guest's personal account unless otherwise signed by the authorized signatory.
- The Hotel shall provide all arrangements based on the guaranteed minimum number of attendees stipulated in each organized meal, with 10% allowance for a possible increase in attendance. Each person counted with this allowance shall be charged accordingly.
- In case attendance goes beyond 10% allowance, the Hotel shall not be responsible or liable for the delay in food replenishment and/or service; and the menu to be served shall be subject to Chef's Discretion.
- Guests are prohibited from bringing into the hotel premises any food and beverage items. Likewise, bringing of food and beverage out of the hotel premises is not allowed.
- Brown-bagging and take-out from any buffet are strictly prohibited.
- Function rooms are assigned by the guaranteed minimum number of attendees. The Hotel reserves the right to relocate the group to a more suitable venue in case of sudden changes in the number of attendees.

#### **EVENT CANCELLATIONS/NO SHOW**

##### **Postponement**

The hotel reserves the right to levy a 20% charge based on the total estimated revenue should there be a change of date expressed within 7 days prior to the reserved date. Postponement must be advised in writing by the Event Organizer stating the rescheduled date that must be within 30 days from the original agreed date provided however, that the total banquet package is not less than the stipulated amount in the original contract.

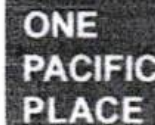
##### **Cancellation**

Liquidated damages in case of cancellation shall be computed as follows:

Number of Days Prior to the Scheduled Commencement Date of Event	Liquidated Damages, Expressed as a Percentage of Total Contract Price
15 days up to 30 days prior to the function date	30% of contract price
8 days up to 14 days prior to the function date	50% of contract price
2 days up to 7 days prior to the function date	70% of contract price
1 day or 24 hrs prior to the function date	100% of contract price

Moreover, any deposit paid will be retained should the event is cancelled within 31 days to 59 days in advance. The deposit retained may be applied for use towards another event within 1 month from the reserved original date. However, in extreme cases that the event in all circumstances calls to cease





On the other hand, if cancellation is done 60 or more days in advance, full refund may be granted to the Client. Cancellation must be advised in writing by the Event Organizer.

In cases of any unforeseen events / Force Majeure, the Hotel and the Client shall not be liable for any damage or delays or failure to perform due to causes beyond reasonable control including, but not limited to, acts of God, epidemics, war, order or restriction by governmental authority of the Philippines or any other circumstances of like character outside the parties reasonable control that prevent the parties from performing its obligations.

- Cancellation of event or function due to force majeure shall be allowed provided the unexpected event crucially affects the schedule date and time of the function.
- Minimal reduction of attendees must be done at least 72 hours prior to the function date, provided it should not exceed 5% of the minimum guaranteed attendees; otherwise, the Hotel reserves the right to reject the reduction/cancellation requested by the Engager.
- Re-scheduling of events must be done at least five (5) days before the function date. However, re-scheduling must be within one month from original/initial function date. A charge of 20% of the total event cost shall apply if the re-scheduling is made beyond the allowable time.

- The Hotel will not accept any request for the storage of props and equipment brought by the Engager. Appropriate security pass should be obtained prior to the function date.
- The Engager shall be solely liable for its guests' personal belongings such as gifts, exhibit, props displays and other materials.
- The Hotel shall not be liable for any loss, damage or injury caused by the act, negligence or omission of the client, his/her representative, contractor, agent, guest/visitors or any activity in connection with contracted functions where the Engager undertakes or contracts for a special set-up of the function, he/she must ensure that the premises assigned to the function are protected from damages. He/she must ensure that the people working/rehearsing for the performance shall abide by the hotel policies.
- Smoking is strictly prohibited in all function rooms.
- Early access to the function room for ingress is subject to availability with required approval from the Sales Manager and Assistant Director of Sales and Marketing.
- The following ingress hours are complimentary.

- Trainings/Seminars/Meetings: One (1) hour prior the event proper (without aircon)
- Social Events: Two (2) hours prior the event proper (without aircon)

- In excess of the complimentary hours, additional charges apply:
  - Pacific Hall: Php 10,000.00 net per hour



### ACCOMMODATION ARRANGEMENT

Room Quantity	Check-in Date	Check-out Date	No. of Rooms	No. of Nights	Total
Studio Rooms (Twin Bed/Double Occupancy)	March 27, 2025	March 28, 2025	29	1 night	Php 172,100.00
1 Bedroom (Twin/Double Occupancy)	March 27, 2025	March 28, 2025	12		
1 Bedroom (Single Occupancy)	March 27, 2025	March 28, 2025	4		
2 Bedroom (Twin/Double Occupancy)	March 27, 2025	March 28, 2025	7		
Total Estimated Room Revenue					Php 172,100.00

### RATE INCLUSIONS & AMENITIES

- Breakfast buffet at The Strand Cafe
- Access to pool, gym, and play area
- Complimentary local calls and high-speed Wi-Fi access
- Free parking slot for one (1) vehicle, subject to availability on a first come, first serve basis
- Daily replenishment of coffee and tea sachets
- Contemporary living area and dining area with fully-equipped kitchenette in suite rooms
- Modern work desk with lamp
- Mini-refrigerator with minibar items; two-door refrigerator in suite rooms
- Multi-channel flat screen TVs
- Safety deposit box
- Rain and telephone shower, hair dryer, and bath amenities

### **ROOM & BANQUET GRAND TOTAL: PHP 692,100.00 NET**

Rates are net inclusive of 12% VAT, 10% service charge and 0.75% local tax, non-commissionable.

### TERMS & CONDITIONS

- Prices are in PHP (Philippine Peso) and inclusive of VAT, service charge, and local tax.
- Government taxes are subject to change without prior notice.
- Above rates are for special group bookings with more than 10 rooms per night.
- Extra person charge is Php 1,200 net/person/night inclusive of bed & breakfast. Extra beds, triple or quad occupancy are subject to availability.
- Rates are non-commissionable and are based on Non-Last Room Availability.
- Room rate, room type preference, and extension of stay are subject to availability.
- Rooms are held and blocked only upon signing of contract.
- Additional rooms shall be subject to room and rate availability.

### CHECK-IN & CHECK-OUT TIME

- Standard check-in time is 2pm and Standard check-out time is 12nn.
- Early check-in or late check-out requests are subject to availability and shall be charged with the following fees:
  1. An early check-in between 12 pm to 2 pm is complimentary, subject to availability. For an early check-in between 9 am to 12 pm, a half-day room rate charge will apply (subject to availability). Should you like to have a guaranteed early check-in, you have to book the full night before your arrival.





*Serviced Residences*

damage herein beyond 20% of the total contract price. In return, the Hotel shall not charge the Engager cancellation charges in cases of force majeure.

#### FORCE MAJEURE

**Overseas Workers Welfare Administration (OWWA)** and **One Pacific Place Serviced Residences** agree not to hold either party liable to comply with any or all of the terms of this Agreement due to force majeure, acts of God, fire, flood, lightning, typhoon, hurricane, volcanic eruption, earthquake or other convulsion of nature; invasion, acts of foreign enemies, hostilities or warlike operations; strikes, riots, civil commotion, mutiny, rebellion, insurrection, military or usurped power; government intervention, law or ordinance; court order, resolution or judgment; renovation or repairs; closure or cessation of operations; acts or omissions of third parties that render fulfillment of the Agreement impossible, ineffectual or nugatory; or other causes beyond either party's control.

By signing and returning this contract on or before date, this agreement constitutes a binding contract between **Overseas Workers Welfare Administration (OWWA)** and **One Pacific Place Serviced Residences**. The individuals signing below represent that each is authorized to bind his or her party to this agreement. In the event that a fully signed copy of this agreement is not received by the above date, all function spaces and guestrooms referred herein will be released automatically without further notice, and neither party will have any obligations under this agreement.

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

**Important Notice:** In order for the bookings related to this Contract, either by attachment or listed herein to be considered, the signed acknowledgment of the Contract must be received by the sending to office on or before **20 MARCH 2025**. Please address correspondences relating to the contract to:

#### ONE PACIFIC PLACE SERVICED RESIDENCES

Ms. Ma. Criselda V. Saway  
Sales Manager

Ms. Jane Lagadia-Reyes  
Assistant Director of Sales

Mr. Jose Antonio Sacluti  
General Manager

#### Overseas Workers Welfare Administration (OWWA)

Mr. Armando A. Ignacio  
Administrator

Date:



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



**NOTICE OF AWARD**

19 March 2025

**Ms. MA. CRISELDA SAWAY**  
Sales Manager  
**ONE PACIFIC PLACE**  
**(CACTUS REALTY CORPORATION)**  
161 H.V. Dela Costa Street,  
Salcedo Village, Makati City

Dear **Ms. Saway**:

Please be informed that your bid proposal dated 12 March 2025 for the **Proposal for the Lease of Venue for the Phase 2 of the Consultation Workshop and Consultancy-Based Management System (CBMS) Roll-Out for Program to Institutionalize Meritocracy and Excellence in Human Resource (PRIME-HRM)** as the LCRQ for a contract price of **Six Hundred Ninety-two Thousand One Hundred Pesos (Php692,100.00)** 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. MA. CRISELDA SAWAY**  
Sales Manager  
**ONE PACIFIC PLACE**  
**(CACTUS REALTY CORPORATION)**  
Date: 27 MARCH 2025



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



**NOTICE TO PROCEED**

Date: MAR 27 2025

**Ms. MA. CRISELDA SAWAY**  
Sales Manager  
**ONE PACIFIC PLACE**  
**(CACTUS REALTY CORPORATION)**  
161 H.V. Dela Costa Street,  
Salcedo Village, Makati City

Dear **Ms. Saway**:

The attached Contract Agreement having been approved, notice is hereby given to **ONE PACIFIC PLACE (CACTUS REALTY CORPORATION)** that service for the Proposal for the Lease of Venue for the Phase 2 of the Consultation Workshop and Consultancy-Based Management System (CBMS) Roll-Out for Program to Institutionalize Meritocracy and Excellence in Human Resource (PRIME-HRM) may commence effective **March 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 27 MARCH 2025

  
**Ms. MA. CRISELDA SAWAY**  
Sales Manager  
**ONE PACIFIC PLACE**  
**(CACTUS REALTY CORPORATION)**