

CONTRACT AGREEMENT FORM

Company: Overseas Workers Welfare Administration Address: OWWA Building, 7 th corner F.B. Harrison St., Pasay Date: March 30 – 31, 2016 Event Name: "Training Workshop on Effective Communication Skills"	
Guaranteed Number of Rooms: 10	
Guaranteed Number of Persons: 28	
Contact Person: Ms. Susie Santos	
Live In Conference Package Breakdown:	
Room Requirement:	
March 30 - 31: 9 Triple Sharing x Php 3,100nett/night x 1 night = Php 27,900nett 1 Superior Queen Room x Php 3000nett/night x 1 night = Php 3,000nett	
Banquet Requirement:	
March 30: 28 persons x Php 1350nett/head/day x 1 day = Php 37,800nett March 31: 28 persons x Php 1200nett/head/day x 1 days = Php 33,600nett	
TOTAL PACKAGE PRICE: 102, 300nett	
Total Contract Price: Php 102,300nett	
Inclusions: <ul style="list-style-type: none"> 1 nights stay in total of ten (10) Superior Rooms; one (1) Superior Queen and nine (9) Triple Sharing on March 30 – 31, 2016. Free use of a function room for eight (8) hours. Breakfast Buffet for 28 pax on March 30, 2016 Full Board Meals for 28 pax: <ul style="list-style-type: none"> March 30: AM Snack, Lunch, PM Snack, Dinner Socials for 28 pax on March 30, 2016 Half Board Meals for 28 pax: <ul style="list-style-type: none"> March 31: AM Snack, Lunch, PM Snack Pads and Pencils Free-flowing coffee and tea. Mints and Candies Free use of LCD Projector and Screen Complimentary use of Audio and Visual Facilities Free use of 1 Flipchart Free Wi-Fi Connection in the function room Parking space at the basement level on a first come first serve basis 	
Privileges: <ul style="list-style-type: none"> Daily local newspaper Complimentary use of fitness facilities Daily housekeeping service In-room safe 24-hour Security Three (2) bottles of water, replenished daily Scheduled shuttle service to and from SM Mall of Asia Complimentary high speed internet access in room (broadband) and public areas (WIFI) 	
In excess: <ul style="list-style-type: none"> Hours : Php 5,000nett/hour Breakfast: Php 400nett/person/meal Lunch: Php 550nett/ person/meal Dinner: Php 550nett/ person/meal Snacks: Php 200nett/person/meal 	
Mode of Payment: Send bill arrangement	

GENERAL TERMS AND CONDITIONS

For the purpose of this agreement, RAMADA MANILA CENTRAL shall be referred to as the 'HOTEL' and OVERSEAS WORKERS WELFARE ADMINISTRATION as the 'CLIENT'.


1. **GUARANTEE.** The minimum number of guests stipulated in the proposal 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. 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 was 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 Chef's discretion only.
2. **BILLING.** Pre-payment of all events is required unless the CLIENT has an approved credit line or a send bill arrangement with the HOTEL. On the day of the event, the HOTEL's authorized representative will present an itemized sales check, total guest count and other services rendered to be verified and signed by the CLIENT.
3. **PAYMENTS AND CANCELLATION POLICY.** The HOTEL requires the CLIENT to pay a reservation fee of five thousand pesos (Php 5,000.00) or ten percent (10%) of the total package price, whichever is higher to block the function room. Down payment of fifty percent (50%) shall be paid by the CLIENT to the HOTEL thirty (30) days prior to the event date, and the remaining balance to be settled seven (7) days prior. For bookings made seven (7) days or less before the event date shall be paid the full package price amount upon confirmation. Should the CLIENT wish to pay in check, check should be made payable to: Paradigma International Inc.


In cases of cancellation, a formal written notice should be given by the CLIENT to the HOTEL. All payments and deposits made by the CLIENT to the HOTEL are non-refundable. Cancellation of signed contracts shall be charged a cancellation fee equivalent to one hundred percent (100%) of the total package price.

4. **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:
 - a. Posters or signs may not be located in the hotel lobby without written permission from the General Manager.
 - b. Scotch tape, nails, push pins or potentially damaging fasteners MAY NOT be used to hang signs or other materials on walls in the hotel.
 - c. Labor charges will apply to functions if more than standard clean-up is required at the close of the function.
 - d. Banners may be hung with approval from the Banquet Sales Manager.
5. **VENUE RENTALS.** In case that the requirement calls for venue rental alone, the CLIENT shall be charge the corresponding venue rental rate set by the HOTEL. Entertainment functions, concerts, or special promotional events must have written approval by the General Manager.
6. **EVENT DURATION.** Function room space is scheduled for social affairs and dinners over a period of four (4) hours; beginning at the time your group is scheduled to enter the room. CLIENT is allowed ingress but is subject to availability and dependent on the room blocking of the HOTEL. If the CLIENT chooses to extend beyond the hour limit, the HOTEL shall charge an extension fee of five thousand pesos (Php 5,000.00) per hour. Meeting and luncheon functions are subject to event duration restrictions as discussed at the time of booking.
7. **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.
8. **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.

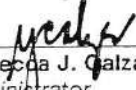
9. **BANQUET CHECKS.** The CLIENT's authorized representative must sign all banquet checks. Any discrepancies in counts or charges should be identified and rectified at this time. All CLIENT signed banquet checks will be considered accurate by the HOTEL and will be charged accordingly.
10. **FORCE MAJEURE.** 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.
11. **ADVERTISING.** The HOTEL requests that if any of the CLIENT's advertising requires the use of the hotel name that the proper name be used: RAMADA MANILA CENTRAL.
12. **DETAILS.** A complete menu must be presented to the Banquet Sales Office fourteen (14) days prior to your scheduled function. We suggest that for quick and efficient service, only one menu choice be selected. Food paid for, but not consumed, will not be permitted to leave the premises. Parties of fifteen (15) and under will be permitted to order off the menu. Parties over fifteen (15) must order a set menu.
- Any additional requirement needed by the CLIENT should be brought to the attention of the HOTEL fourteen (14) days prior to the event. Changes in banquet room arrangements within 24 hours will be subject to additional labor charges. Additional electrical equipment brought by the CLIENT shall be charge an Energy Fee of Php 1,500.00 per equipment.
13. **OUTSIDE CATERING, VENDORS AND SUPPLIERS.** The HOTEL shall charge the CLIENT corresponding corkage fees for outside catering, and vendors, suppliers and or providers that are not accredited by the HOTEL.

For and on behalf of
RAMADA MANILA CENTRAL,


Renato Ocampo Jr
Account Manager
Ramada Manila Central


Marc Rainier Ngo
Vice President
Ramada Manila Central

Conforme:


Rebecca J. Galzado
Administrator
Overseas Workers Welfare Administration



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



NOTICE OF AWARD

22 March 2016

Ms. SYDNEYLYN TAN
Senior Corporate and Marketing Manager
RAMADA HOTEL
Ongpin Corner Quintin Paredes Streets
Binondo, Manila

Dear Ms. Tan:

Please be informed that your bid proposal dated 10 March 2016 for the **One (1) – Lot Technical Requirements for the Training Workshop on Effective Communication Skills** with the Total Contract Price of **One Hundred Two Thousand Three Hundred Pesos (Php102,300.00)** only, has been accepted.

Kindly acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to the **Overseas Workers Welfare Administration**.

Thank you.

Very truly yours,


REBECCA J. CALZADO
Administrator

Conforme:

Ms. SYDNEYLYN TAN
Senior Corporate and Marketing Manager/RAMADA HOTEL
Date: _____



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



NOTICE TO PROCEED

Date: MAR 23 2016

Ms. SYDNEYLYN TAN
Senior Corporate and Marketing Manager
RAMADA HOTEL
Ongpin Corner Quintin Paredes Streets
Binondo, Manila


Dear Ms. Tan:

The attached contract having been approved, notice is hereby given to **RAMADA HOTEL** that service may commence for **One (1) – Lot Technical Requirements for the Training Workshop on Effective Communication Skills** effective **30 – 31 March 2016**.

Please acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to the **Overseas Workers Welfare Administration**.

Thank you.

Very truly yours,


REBECCA J. CALZADO
Administrator

I acknowledge receipt of this Notice on _____

Ms. SYDNEYLYN TAN
Senior Corporate and Marketing Manager/RAMADA HOTEL