

October 22, 2018

**MS. NIMFA C. UNICA**

OIC

**PROCUREMENT AND PROPERTY MANAGEMENT DIVISION  
OVERSEAS WORKERS WELFARE ADMINISTRATION**

F.B. Harrison St. Pasay, Metro Manila

Mobile No: 0916 660 8751

Email Add: [procurement@owwa.gov.ph](mailto:procurement@owwa.gov.ph)

Dear Ms. Unica,

Warm greetings from Vivere Hotel!

We take pleasure in being of service to an important establishment such as yours. As a valued client, we are furnishing you with the following special live-in rate on your Group Booking:

**ROOM REQUIREMENTS**

<b>NO. OF GUESTS</b>	55 persons
<b>ROOM TYPE AND NO. OF ROOMS</b>	Deluxe Rooms (Standard Room)
<b>INCLUSIVE DATES AND TYPE OF OCCUPANCY</b>	<i>October 25-26, 2018 (Thursday to Friday) 1N Twin / Triple Sharing Rooms</i>
<b>TOTAL PACKAGE RATE</b>	<b>PHP 240,250 NETT</b>  <b>Note: Inclusive of Room Accommodation and Organized Meals Buffet Breakfast is complimentary for in-house guests.</b>

Special Group Rate is inclusive of the following amenities:

\* BUFFET BREAKFAST STARTS ON THE 2<sup>ND</sup> DAY

\* WELCOME DRINK

\* WELCOME GESTURE IN ROOM

\* BOTTLED WATER

\* LOCAL NEWSPAPER

\*INTERNET ACCESS

\*SHUTTLE TO FESTIVAL MALL, ALABANG TOWN CENTER,  
MADRIGAL BUSINESS PARK AND ALABANG COUNTRY CLUB

\*USE OF GYM AND SWIMMING POOL

**BILLING ARRANGEMENT FOR GUEST ROOMS:**

To confirm your reservations, the Hotel will be requiring a signed copy of this contract on or before the **23<sup>RD</sup> of OCTOBER 2018**.

**TWENTY FIVE (25) ROOMS** are the **minimum guaranteed number of guest rooms** you have reserved for your group. Kindly review and confirm the guaranteed rooms three working days prior to the check-in date. Charges shall be based on the minimum guaranteed no. of rooms or the actual whichever is higher in number.

FIFTY FIVE (55) PERSONS will be settled thru SEND BILL ARRANGEMENT PLEASE SEND LETTER OF AUTHORIZATION.

ROOM INCIDENTAL CHARGES SHALL BE ON THE GUEST'S PERSONAL ACCOUNT

**FUNCTION DETAILS**

FUNCTION NAME / LOBBY POSTING	<i>Seminar-Workshop on RA 9184 otherwise known as Government Procurement Reform Act as its revised IRR</i>
DATE	October 25 - 26, 2018 (Thursday to Friday)
TIME and VENUE	October 25, 2018, Ballroom, 2 <sup>nd</sup> floor 8:00 AM to 8:00 PM (AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner)  October 26, 2018, Ballroom, 2 <sup>nd</sup> floor 8:00 AM to 4:00 PM (AM Snacks, Buffet Lunch, PM Snacks)
SET-UP and MOTIF	Classroom set-up
FUNCTION ROOM RENTAL FEE	Function Room Rental shall be waived. However, an additional charge of <b>Php 28,000.00 nett</b> per hour and a fraction thereof shall be pegged upon extension of the time indicated above.
GUARANTEED MINIMUM NUMBER OF PERSONS	55 persons
MEAL PER PERSON PER DAY	BUFFET MENU A Day 1: AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner Day 2: AM Snacks, Buffet Lunch, PM Snacks
TOTAL PACKAGE RATE	<b>PHP 240,250 NETT</b>  <i>Note: inclusive of Room Accommodation and Organized Meals</i>

Kindly review and confirm the guaranteed number of persons which should not be lower than the minimum guaranteed number of persons three (3) calendar days prior to the function date. Charges shall be based on the minimum guaranteed persons or the actual attendance whichever is higher in number.

**OTHER REQUIREMENTS**

**Complimentary use of the following amenities:**

(1) LCD Projector, (1) Projector Screen, White Board, Flip Chart with Markers, Sound System with Microphones and Videoke facility, Extension Cords, Paper and Pencils, Mints and Iced Water, Free Flowing Coffee or Hot Tea. Lobby posting, Laptop & Clicker.

**Other amenities:**

24 Hour on call medical assistant, First Aid kit and Wheel Chair for Emergency case, Fire Locators,

**MENU SELECTIONS AND SERVING TIME**

**\*BUFFET MENU A OPTION**

**October 25, 2018**

**AM SNACKS (serving time 8:00am)**

**PM Snack Set B**

Charlie Chan Pasta  
Siopitas

**BUFFET LUNCH (serving time: 12:00nn)**

**Buffet Menu A-2**

- Cream of Pumpkin Soup with Croutons
- Chicken Imperial
- Braised Pork Belly with Cinnamon Anise Spice
- Beer Battered Fish Fillet
- Buttered Corn and Carrots
- Steamed Rice
- Cream Puff
- Decadent Chocolate Cake with Salted Caramel

**PM SNACKS (serving time 3:00pm)**

**PM Snack Set 5**

- Mini Burger
- French Fries or Potato Chips

**BUFFET DINNER (serving time 6:30pm)**

**Buffet Menu A-3**

- Shrimp Bisque Infused with Brandy Soup
- Baked Garlic Chicken
- Stuffed Porkchop Ciarmart in Tomato Coulis
- Fish Fillet Amandine
- Tofu Vegetables and Mushroom Stir Fry
- Steamed Rice
- Espresso Pannacota
- Bread and Butter Pudding

October 26, 2018

**AM SNACKS (serving time 10:00am)**

**AM Snack Set 8**

- Chicken Salad with Cilantro Pesto Sandwich
- Dulce Ensaymada

**BUFFET LUNCH (serving time: 12:00nn)**

**Buffet Menu A-4**

- Sweet Potato and Rosemary Soup with Croutons
- Chicken Marengo
- Breaded Pork Chop with Herbed Butter
- Persian Fish Skewers
- Green Bean and Mushroom Saute
- Steamed Rice
- Cashew Butterscotch
- Cream Puff

PM SNACKS (serving time 2:00pm) \*\*PACK FOR TAKE AWAY  
AM Snack Set 6  
Roast Chicken Sandwich  
Chocolate Éclair

**AUTHORIZED SIGNATORY**  
**MR. HANS LEO J. CACDAC**  
Administrator  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**

**BILLING ARRANGEMENT FOR FUNCTION**  
To confirm your reservations, the hotel will be requiring a signed copy of this contract on or before the **23<sup>RD</sup> of OCTOBER 2018.**

**TOTAL PACKAGE WILL BE SETTLED THRU SEND BILL ARRANGEMENT.**

**METROBANK (PESO ACCOUNT)**  
Branch: Madrigal Business Park  
Account name: Richville Hotel Management Inc.  
Savings Account#: 3495500773  
Swift Code: MBTCPHMM

**CANCELLATION POLICY**  
In the event that room booking needs to be amended, postponed or cancelled, we would appreciate you advising us through a written correspondence. In case of cancellation during a high occupancy rate of 85%, we would require your notice at least five (5) calendar days prior to the date of arrival. If received later, a cancellation fee equivalent to one night stay shall be charged.

For group booking (5 rooms or more), notice of cancellation must be received at least seven (7) calendar days prior to your arrival. If received later, a cancellation fee equivalent to one (1) night room charge shall apply. No-show charge shall be equivalent to one (1) night room stay.

**ANNEX A**  
**TERMS AND CONDITIONS**

**Function Rooms**  
Function rooms are assigned according to the guaranteed number of people anticipated. The hotel reserves the right to change the venue to a more suitable size for the number of guests expected if the attendance drops or increases, upon consulting with the Client.

**Prohibition of Smoking**  
When the event is held in an area where smoking is prohibited by law, the Patron agrees to fully indemnify the Hotel in respect of all damages or action brought against it arising from any offences by the Patron or by his/her guests under Ordinance No.10-110 or the Comprehensive Anti Smoking Ordinance of the City of Muntinlupa.

### 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 calendar days prior to the reserved date. Postponement must be advised in writing by the Client stating the rescheduled date that must be within 30 calendar 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 calendar days to 59 calendar 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 and discontinue the agreement, the hotel reserves the right to levy a 10% charge based on the total contract price.

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

### Force Majeure

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.

However, a levy equivalent to 35% of the total contract price will be charged should the event be cancelled / postponed within the day of scheduled event as liquidated damages arising from the hotel's ability and cost to provide for the event's expected food and services.

### Advertising

The organizer of the event shall not use the name, trademark, logo or other proprietary designation of Vivere Hotel in any advertising or promotional materials without the prior written approval of the Hotel.

The Hotel shall accept the same restrictions with respect to the use of the organiser(s) name, trademark, logo and other proprietary designation.

#### Removal or Disposal of Function Related Items

The organizer shall be responsible for removing all leftover decorations, materials, props and other function related items. If any items are not disposed off immediately after the function, the Hotel reserves the right to remove them with no claim.

#### Event Set Up

Please note that helium balloons are **strictly not allowed** in the Ballroom / Zosima / Angkiukok / Brasserie / Mango / Picasso / The Nest Restaurant.

All signages should be professionally printed and signage display is restricted to the function space reserved. **Banner or display items may not be affixed to any stationary wall, floor or ceiling with nails, staples, tapes of all sorts or any other substance unless approved by the hotel management.**

#### Damages to Property/ House Rules

Immediately after the conclusion of the Client's function, the Hotel shall determine if there were any Damages. The Hotel shall have the right to assess and charge against the Client the amount corresponding the amount of Damages including damages of guests room if any.

#### Nature of Function

The hotel reserves the right to cancel the agreement should the nature of the function deviate from the original intent as stated in the signed agreement and any deposit received shall be forfeited

The hotel reserves the right to stop any activity, which is considered improper or unsafe.

Should you find the foregoing arrangements in order, please signify your acceptance by signing on the space provided for below and return the duplicate copy for our hotel.

Again, thank you and we look forward to extending the best of personalized service to you and your guests at **Vivere Hotel**.

If there is any assistance, questions, clarifications, please do not hesitate to call us at 771.7777 or email us at info@viverehotel.com.ph or fax us at 771.0158.

We aim for the success of your event and we hope to serve you again in the future.

Sincerely yours,

*Elvie Sanchez-Quiazon*  
**MS. ELVIE SANCHEZ-QUIAZON**  
General Manager

I agree to the terms and conditions stated above.

*[Signature]*  
**MR. HANS LEO J. CACDAC**  
Administrator  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**