



October 29, 2018

MR. HANS LEO J. CACDAC
Administrator
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Bldg., 7th St. cor F.B. Harrison
Pasay City

Dear Mr. Cacdac:

**RE: LAUNCHING OF OFW E-CARD
November 6, 2018
Jose Palma Room (Meeting Room 5)**

Warm greetings from the Philippine International Convention Center!

Thank you for considering the PICC as venue for your event. We assure you of our support and cooperation in making this a successful one.

We have **tentatively booked** your event at the **Jose Palma Room (Meeting Room 5)** on **November 6, 2018**. Your option date to confirm is on **Monday, October 29, 2018**.

As a policy, upon confirmation, we would be requiring payment of your reservation fee (based on the attached schedule and rate). Said fee is non-refundable and shall serve as guarantee for your booking. Non-compliance with the said requirement shall automatically release your booking to waitlisted clients without prior notice.

Furthermore, please find below the schedule of payments for your reference:

October 29, 2018 (Monday) Full Payment

Said payments can be made in CASH, MANAGER'S CHECK, CASHIER'S CHECK, COMPANY CHECK, OR BANK DRAFT provided that all checks issued are cleared by the issuing bank at least four (4) working days prior to event. All payments are accepted by our Treasurer from Mondays thru Fridays, except holidays from 9am-5pm only.

However, since this is a government hosted event, should you not meet the above term of payment and you choose to pay at a later date, may we kindly request for a certificate of funds availability duly signed by your Head of Office or Comptroller, for the above-mentioned event. Payment must be made within one month after receipt of Statement of Account.

PICC Complex, Pasay City 1307
Metro Manila, Philippines

Fax No: (632) 789 47 40
Tel. No: (632) 789 47 89

www.picc.gov.ph

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I. Banquet Requirements

We would like to inform you that Via Mare is PICC's exclusive caterer. Via Mare being a *Hall of Fame Kalakbay Awardee: "Restaurant of the Year"* has earned a reputation to be proud of for its fresh and creative menus, the quality and presentation of its food, the professionalism and courtesy of its staff, and most importantly, for repeat performances, in satisfying even the most demanding guests.

As soon as you have confirmed with us, we will be glad to arrange a meeting with Via Mare to discuss in detail your food and beverage requirements.

II. Policy Guidelines

As a policy, the PICC is strictly a **NO-SMOKING** facility. **Children below 7 years old will not be allowed** inside the Center unless children are part of the event proceedings. Wearing of **appropriate attire** for business purposes or social functions must be observed. The Center, likewise strictly enforces the **maximum capacity** of each of the rented facilities as mandated by law. Attached herewith is the PICC House Rules and Regulations for your reference. For other concerns regarding the event, please coordinate with us as soon as possible.

Hopefully, everything is in order. Should you have further inquiries, please feel free to contact us at telephone numbers **789 4736 or 789 4789 local 7036 or mobile # (0999) 885 3758**.

We deeply appreciate your patronage of the Center and we look forward to servicing your event.

Sincerely yours,

Noted by:


VIANCA MARIE Q. BOCALAN
Sales & Marketing Officer


LEONOR F. GERTES
Assistant Director, Marketing

CONFORME:

HANS LEO J. CACDAC
Administrator
OVERSEAS WORKERS WELFARE ADMINISTRATION

AGGREGATE CHARGES
(With Security Deposit)
(As of October 29, 2018)

I. VENUE / LEASE PERIOD

Package (Php 860.00 net/person x 150 persons)

***Package includes the following:**

- Use of **Jose Palma Room (Meeting Room 5)**
- November 6, 2018 / 5am – 1pm
Set-up without air-con
- **November 6, 2018 / 1pm – 5pm**
Actual with air-con

- Via Mare's Cocktails / Merienda Cena
for 90 persons minimum guarantee
@ Php 860.00 net/person
- Inclusive of V.A.T. and applicable service charge for Via Mare
- Use of Basic lights and sound system
- Built-in Stage
- Janitorial, Security and Engineering Services
- 12% VAT in room rental charges

II. TECHNICAL REQUIREMENT

- LED Video Wall w/ Complete System
(9ft X 12ft) place in Center Stage

	AGGREGATE CHARGES	P	167,640.00
III. SECURITY DEPOSIT (Allotted for possible extension of hire period, power charges for any technical equipment to be brought inside PICC, charges for any additional requirement that may be incurred, etc. Refundable to the extent not utilized.)		P	15,360.00
	TOTAL	P	<u>183,000.00</u>

CONFORME:

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