



March 28, 2017

MR. HANS LEO J. CACDAC

OWWA Admin

OVERSEAS WORKERS WELFARE ADMINISTRATION

OWWA Center Building 7th Street corner F.B. Harrison St.

Pasay City

Telephone: (+632) 833 0113

RE: STRATEGIC PLANNING (Contract)
April 10-13, 2018 / 52-70 persons

Dear Mr. Cacdac:

Warm greetings from **The Bayleaf!**

We are pleased to submit for your review our proposed rates for your event on **April 10-13, 2018**. Indeed, we are grateful for the opportunity to be considered for your forthcoming event.

A. Room Accommodation (Please note that we already blocked function room. *Cut off Date: April 02, 2018*)

Room Category	Room Rate x Room Requirements
APRIL 10-11, 2018	
Deluxe Twin Room	Php3,000.00net x 22 rooms x 1 night
Deluxe Queen Room	Php3,000.00net x 8 rooms x 1 night
APRIL 11-12, 2018	
Superior Triple Room	Php3,900.00net x 8 rooms x 1 night
Deluxe Twin Room	Php3,000.00net x 15 rooms x 1 night
Deluxe Queen Room	Php3,000.00net x 16 rooms x 1 night
APRIL 12-13, 2018	
Superior Triple Room	Php3,900.00net x 1 room x 1 night
Deluxe Twin Room	Php3,000.00net x 16 rooms x 1 night
Deluxe Queen Room	Php3,000.00net x 8 rooms x 1 night
	Sub-Total (Rooms) Php287,700.00net

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- Room amenities include:
 - Daily Breakfast
 - Bottled water replenished daily
 - Coffee & tea making facility
 - Safety deposit box in the room
 - Use of Swimming Pool (7am to 9pm)
 - Wi-Fi access based on registered occupancy

B. Function Room Blocking (CONFIRMED)

Date / Time	Meal	Venue	Set-up / No. of person gtd.	Package Rate
April 10, 2018 (6pm to 8pm)	Buffet Dinner	TBA	Round Tables / 52 persons	Php212,300.00net
April 11, 2018 (8am to 8pm)	Am Snack Buffet Lunch Pm Snack Buffet Dinner	TBA	Round Tables / 70 persons	
April 12, 2018 (8am to 8pm)	Am Snack Buffet Lunch Pm Snack Buffet Dinner	TBA	Round Tables / 43 persons	
		Sub-Total (Meals)		Php212,300.00net

Rate is inclusive of 10% service charge and gov't tax)

Other Inclusions:

One (1) Round of Iced Tea during Lunch and Dinner
Flowing Coffee and Mint Candies

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- Use of function room based on the date and time mentioned above
- One (1) LCD Projector and Screen
- Basic Sound System with Two (2) Microphones
- Papers and Pencils
- Whiteboard with Markers
- Complimentary Wi-Fi Access
- Complimentary Parking passes for in-house guests

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The Bayleaf, reserves the right to impose meeting rental fees if you require additional function rooms.

- Should there be another party willing to confirm the same reserved function room on the same date, we shall inform you immediately and shall await for your final advice within 24 hours. Should we receive no advice during the said period, we shall release your tentative blocking to accommodate other reservations.

C. Estimated Charges

Room Package:

Php287,700.00net

Banquet Package:

Php212,300.00net

Total Estimated Charges:

Php500,000.00net

D. Other Requirements:

- a. The Client should furnish the Hotel of the rooming lists, function room layout, menus and schedule of activities at least seven (7) days before the event.

E. Revision/ Amendment

- a. Additional room accommodation required by the CLIENT may be allowed by the HOTEL but is subject to space availability.
- b. Additional meals required by the CLIENT may be allowed by the HOTEL provided that notification shall be advised at least seventy-two (72) hours prior the arrival date.
- c. Reduction on the guaranteed number of rooms and number of covers on the food and beverage will be charged based on the HOTEL's cancellation policy.

F. Payment/Billing Arrangement

- 1.1 Total package amounting of **PHP500,000.00**.
- 1.2 For approved send bill arrangement a furnish copy of signed PO, LOA or CAF from authorized signatories.
- 1.3 For companies without credit line accreditation must have a down payment either cash, credit card or company/manager's check.
1. That any payment made by the CLIENT to the HOTEL is non-refundable.
3. All other incidental charges will be paid in send bill arrangement, acknowledge by authorize signatories.
4. Settlement of Group Master Accounts can be made in form of cash or bank transfers.

Bank Account Details

Bank Name: Metrobank
Account Name: The Bayleaf Hotel
Bank Account: Metrobank Dasmaringas Branch
Account Number: 3235 72 762 6

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G. Cut-off Dates / Cancellations

1. April 2, 2018

The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the guest rooms and function room blocking.

2. April 2, 2018

Reduction and/or cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the agreed package rate.

H. Bringing of food and drinks from outside shall not be allowed inside the hotel.

I. The HOTEL serves the right to issue further terms and conditions as, in the judgement of the HOTEL may from time be necessary for the safety, protection and preservations of the interest of the HOTEL. Such terms and conditions when so issued shall have the same force and effect as if originally made a part of this Agreement.

J. **Force Majeure** – Both parties shall not be liable for failure to comply with this agreement due to force majeure including, but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.

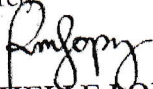
K. The HOTEL will not be liable for any losses incurred within public area.

Mr. Cacdac, we truly hope that you find our proposal acceptable. A separate contract detailing all the arrangements agreed upon, including the standard terms and conditions.

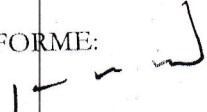
Should you have other requirements or further queries, please do not hesitate to get in touch with the undersigned at the mobile number +63 977 853 1492 / 046 435 5000 or send us a message at e-mail address richelle.lopez@thebayleaf.com.ph

Once again, thank you for this opportunity to do business with you and we look forward to the pleasure of welcoming your guests to The Bayleaf Cavite.

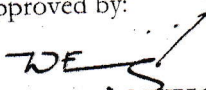
Sincerely,


RICHELLE LOPEZ
Sales Account Manager

CONFORME:


MR. HANS LEO J. CACDAC
OWWA Admin

Approved by:


WILMA ESQUEJO
Director of Sales

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