



February 26, 2019

Mr Hans Leo J. Cacdac
Administrator
Overseas Worker Welfare Administration
F.B. Harrison St, Pasay, Metro Manila
Thru: Ms Janeth Bamba
Tel. No.: 63 2 891 7601
E mail: planning@owwa.gov.ph

Dear Mr Cacdac,

We are delighted to learn that Overseas Worker Welfare Administration has selected **The Bellevue Manila** as the venue for the *Overseas Worker Welfare Administration / 2018 Year-End Performance Assessment and Planning Exercise* on February 27-March 1, 2019.

With your specific requirements in mind, we have prepared the following arrangements:

Room Count	Wed 02/27	Thu 02/28
Deluxe Room	10	29

THE BELLEVUE MANILA	
Room Category	Rate
Live-in Meeting Package	Php 380,000 nett
Room Inclusions: Buffet Breakfast at Café d' Asie Unlimited Internet Access Clean and potable water from the dispensers provided in the hallway (Water may be refilled by Guest Services upon request) Daily shuttle service to nearby Alabang commercial and financial districts Complimentary use of swimming pool and gym facilities Waived minimum charge at the Vue Bar Access to Press Reader App for latest news *With handicap rooms	
Banquet Inclusions: Feb 27 2019 – AM Snack + Plated Lunch + PM Snack + Plated Dinner (25pax) Feb 28 2019 – AM Snack + Plated Lunch + PM Snack (25pax) Feb 28 2019 – Buffet Dinner (55pax) March 1 2019 – AM Snack + Buffet Lunch + PM Snack (55pax)	
<ul style="list-style-type: none">• Free Use of function room• LCD Projector with Projection screen• Basic Sound System with Microphones• Whiteboard with markers• Pads, pencils and mint candies• Rostrum with microphone• Flipchart with paper supply and markers• Telephone unit for city calls• Complimentary Parking for participants• Wireless internet/LAN connection• Free flowing coffee and one round of Iced Tea• With Back-up Genator – (ongoing maintenance for Feb 27)	



Menu rate is inclusive of 10% service charge and 12% VAT, which are subject to change as mandated by the government. Price is subject to change without prior notice.

The minimum revenue requirement per function room per day is consumable through pre-arranged food and beverage. Should the actual amount fall below the minimum revenue requirements, the difference shall be charged as room rental.

Please review and confirm the expected and guaranteed number of attendance upon signing of contract. The number of persons should not be lower than the minimum guaranteed number of persons corresponding to the function space booked. Any variance between the expected and guaranteed number should be within 10% with maximum of 20 persons only. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

A 10% surcharge shall be applied to the extra person rate should the actual headcount exceed the guaranteed number of guests on the day of the event.

If overnight set-up of the meeting room is required, a charge will be levied. The Hotel reserves the right to make the appropriate changes in function venues should there be amendments to the above or availability in more suitable venues.

Maximum Function Room Capacity

The maximum capacity of the function room is 70 persons for Round Table / Classroom set-up depending on the size of the stage and dancefloor area. In the interest of safety and in compliance with local regulations, we respectfully regret our inability to permit entry in excess of this number.

Parking

Please be advised that the Hotel will provide complimentary car passes for self-parked cars based on the following: 20% of the guaranteed number of guests or maximum of 50 pcs for big banquet bookings.

Starting November 16, 2017, new parking rates will be as follows:

- SELF PARKING (Basement and Open Area) at Php 100.00 net - first 3 hours, Php 40.00 net per succeeding hour
- VALET SERVICE at Php 150.00 net - first 3 hours, Php 50.00 net per succeeding hour
- FILINVEST STREET PARKING along Malacca Lane and Indo-China Drive – Php 120.00 net every 6 hours

We would appreciate if you could advise your requirements prior to the event in order for us to make the appropriate arrangements.

Directional Signage

Our Hotel will indicate the following in our digital signages board:

Date	Event Signage
February 27, 2019	Overseas Worker Welfare Administration / 2018 Year-End Performance Assessment and Planning Exercise



Exhibit and Other Set-ups

The Company is requested to submit a lay-out of exhibit, stage and other kinds of set-up including lighting and technical specifications. All lay-outs are subject to approval of the Hotel's Life Safety System Officer, Mr. Jonathan Dada. **All contractors and suppliers must secure a restricted pass from Mr. Dada at least seven (7) days before the event.**

You are kindly requested to ensure that all set-ups shall not compromise the safety and security of the Hotel and the guests. We respectfully regret that the Hotel shall not be responsible for any adverse consequences arising from non-compliance.

The **ORGANIZERS, EXHIBITORS AND SUPPLIERS** shall use the Hotel's service entrance for any entry and exit of equipment, materials and crew at a time **mutually** agreed.

Ingress

You are kindly requested to ensure that any set-up for props and backdrops installed is in compliance with safety and fire regulations prescribed by local authorities.

Payment & Release Date Schedule

<u>Date</u>	<u>Payment Arrangement</u>
26 February 2019	Full payment of Php 380,000nett to be settled through send bill arrangement 15 days upon receipt of Statement of Account. Signed contract and Letter of Authorization (LOA) / Purchase Order (PO)/ Certificate of Availability of Funds (CAF) with authorized signatory is required to be submitted on February 26, 2019. Note: Room Charges c/o company and incidental charges c/o guest's personal account unless otherwise specified.

Summary of Charges

Live-In Meeting Package Php 380,000nett

Incidental charges incurred during the event should be settled right after in cash or credit card only.

Should payment be settled through fund transfer, please forward a copy of the bank's confirmation to the hotel for reference and for proper monitoring of deposits made. Arrange this to:

Payment for The Bellevue Manila:

Account Name: **RPJ Development Inc.**

Bank	Philippine National Bank (PNB) (The Bellevue Manila Branch)	BDO -(Equitable PCI) (Richville Center-Ayala Alabang)	Bank of the Phil. Island (Alabang Town Center Branch)
Swift Code	PNBMPHMM	-	-
Address	G/F Tower Wing, The Bellevue Manila, Filinvest City, Alabang, Muntinlupa City	Richville Center 1314 Commerce Ave. Ext., Madrigal Business Park, Ayala Alabang, Muntinlupa City	2/F Madrigal Entrance Alabang Town Center, Alabang, Muntinlupa City
Dollar Account No.	1822-00346-5	-	-
Peso C/A No.	-	473-000-8270	1591-0033-01



Exclusion of Liability

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots and acts of God or conditions beyond the control of the Hotel.

Safety and Security

To ensure the safety of our guests within the hotel, we have strong security personnel assigned in key posts on a 24-hour basis. This team patrols the perimeter of the property at all times. The Hotel has also invested in the latest in close circuit camera technology to enhance and back-up the surveillance capability our highly trained security force. In addition, the Hotel has employed K-9 Security Staff with highly trained dogs on shifts.

Please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as wardrobes, gifts, prizes, exhibits, props, displays and other related materials. The Hotel shall, in no instance, be held liable for any damage to or loss of such items, whether in the Hotel's public areas or inside the function rooms, unless you or your guest/s arranges with the Hotel for additional security who shall personally attend to these items. Special security arrangements shall be for your account and subject to a separate contract.

No Smoking and No Vaping Policy

Please be informed that in our efforts to maintain a healthy and eco-friendly environment for our guests and staff, we are strictly implementing a No Smoking and No Vaping Policy pursuant to Executive Order 26: Nationwide Smoking Ban and Muntinlupa City Ordinance 17-072. Failure to comply will incur corresponding charges per person for violations done in the following areas:
Php10,000 net/person - Business Center, Laguna Ballroom, 2020 function room, Tower Ballroom, Deluxe Rooms and public areas and Php20,000 net/person- Grand Ballroom & Suite Rooms.

We hope that these arrangements meet with your satisfaction and should you wish to make any amendments please let us know. Currently, your booking is held on a tentative basis and we would appreciate your approval and confirmation by signing and returning the copy of this letter by **February 26, 2019**. We will then contact you to finalize all outstanding details. After this date, the Hotel regrettably reserves the right to release the space blocked, or to revise the terms and conditions based on the availability of function space.

The Hotel will only consider your booking valid and confirmed upon receipt of this contract duly signed on all pages and with required payment based on the Payment and Release schedule. Furthermore, the Hotel reserves the right to release the rooms and banquet bookings for non-compliance.

Verbal agreements will not be honored. The Hotel reserves the right to sell the guestrooms and function rooms as long as this contract is not yet signed.



Thank you for selecting The Bellevue Manila. We are committed to ensure that your event is a great success. Please do not hesitate to contact us if we can be of any assistance at any time.

THE BELLEVUE HOTELS & RESORTS

Peter John E. Ruiz
Senior Sales Manager

Gayle Pontanilla
Events Executive

Amie Villena
BH&R Director of Sales

CONFORME:

Mr Hans Leo J. Cacdac
Administrator
Overseas Worker Welfare Administration