



August 16, 2022

Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City

Email: ua.ao@dfa.gov.ph

Mr. Antonio Morales  
Undersecretary

**ROOM AND BANQUET QUOTATION**  
**2022 Team Building:**  
**GAD Seminar**

Dear Mr. Morales,

Greetings from Savoy Hotel Manila!

Thank you for considering the **Savoy Hotel Manila** for the above-mentioned event. With your specific requirements, we have arranged the following:

**ROOM ACCOMMODATION**

The Hotel shall reserve the following function spaces:

ROOM TYPE	CHECK-IN DATE	CHECK-OUT DATE	GUARANTEED ROOMS	Number of Nights	NO. OF ROOMNIGHTS	ROOM RATE	TOTAL AMOUNT
Essential 1 Twin/Single	September 9, 2022	September 10, 2022	20	1	20	₱3,400.00	₱ 68,000.00
						Grand Total	₱68,000.00

**\*TRANSPORTATION- BUS for 30persons**  
**DFA-Savoy Hotel (2way)**  
**Rate: Php 10,000.00 (Php 5,000.00per way)**

**GUEST ROOM Inclusions:**

- **Accommodation in Essential 1**
- **Complimentary buffet Breakfast**
- **Complimentary Wi-Fi access**
  - **GYM use**
  - **Pool use**
  - **Sauna use**

**FUNCTION ROOM**

<b>Number of Pax:</b>	30 persons				
<b>Event:</b>	Meeting				
<b>Date:</b>	September 9 and 10, 2022				
<b>Time:</b>	2PM - 9PM				
<b>Venue:</b>	Connect 1-2				
<b>Set Up:</b>	Round Table				
<b>Meal/Beverage:</b>	<b>AM Snacks, Lunch, PM Snacks, Dinner with Free flowing coffee, juice and water</b>				
	<b>EVENT DATE</b>	<b>EVENT TIME</b>	<b>PARTICULARS</b>	<b>NO. OF PERSONS</b>	<b>Rate</b>
	September 9, 2022	2:00PM – 9:00PM	Dinner	30	₱1,000.00
	September 10, 2022	2:00PM – 9:00PM	AM snacks, Lunch, PM Snacks,	30	₱1,400.00
	<b>Grand Total</b>				<b>₱72,000.00</b>
<b>Function Room Inclusions:</b>	TV for welcome signage				
	Basic Sound System and 2 Wireless Microphone				
	1 LCD Projector and widescreen				
	1 Air Purifier				
	1 Podium				
	Registration Table				
	Complementary Use of the Foyer				
	Complimentary use of venue				
	Complimentary Wi-Fi Access				
	Complimentary Parking				
<b>TOTAL:</b>					<b>Php 72,000.00NET</b>



**SUMMARY OF CHARGES**

**ROOM ACCOMMODATION: Php 68,000.00**

**Transportation: Php 10,000.00**

**MEETING ROOM: Php 72,000.00**

---

**Room and Meeting CONTRACT PRICE: PHP 150,000.00**

**BILLING AND PAYMENT**

- 1) The Hotel should receive a copy of this signed contract.
- 2) For accounts with credit line and on a SEND BILL ARRANGEMENT, A LETTER OF GUARANTEE/CONFIRMATION/NOTICE OF AWARD is required to guarantee this reservation
- 3) All incidental charges that cannot be covered by the payment or LOA/PO given should be settled right after the function in cash or credit card only.

We accept payment made in cash, company cheque, major credit cards or online payment through a credit card.

Account Name:	<b>SAVOY HOTEL MANILA, INC</b>
Account Number:	006958008264
Bank/Branch:	BDO Newport Branch
Account Name:	<b>SAVOY HOTEL MANILA, INC</b>
Account Number:	001480003648
Bank/Branch:	Union bank Newport Branch

**OTHERS & SAFETY POLICY**

1. Smoking Area located on the 11th Floor
2. Guest will be required to fill out a health declaration at the entrance in case of contact tracing or scan QR code.
  - Guests who have visible symptoms– a temperature of more than 37.5 degrees Centigrade, or a cough, colds or shortness of breath– shall not be allowed inside and will be advised to proceed to the nearest hospital.
3. Wearing of Facemask are strictly observed.
4. Guest-accessible alcohol sprays are available.
5. A maximum number of allowable persons will also be observed.
6. A one-meter distance between tables and chairs will be implemented.
7. Buffet and self-service areas for food bars, condiments and utensils are not allowed.
- 8.

9. No beverages of any kind shall be permitted to be brought in the Hotel by the Client or any of the Client's guests, otherwise, a corresponding corkage fee shall apply
10. Please be advised as well the extension on use of function room beyond the given time shall have an additional fee.

## CERTIFICATION

Savoy Hotel Manila has been granted the Safety Seal by the Department of Tourism (DOT). This certifies that our hotel continues to comply with the government's health standards.

Savoy Hotel Manila officially received the "Clean and Ready 2021" shield from Diversey, our official partner in safety and sanitation. With a perfect audit score of 98% after intensive training and thorough

audit in safety and sanitation, we are the 3rd Hotel in the Philippines to be certified as a clean and sanitized property with standard safety protocols in place.

## FORCE MAJEURE

- The hotel shall not be responsible to the guests for its failure to abide to this agreement in case of fortuitous event, labour dispute, or conditions beyond this control.
- Cancellation charges shall be waived OR reservation dates can be amended within 1 year from original tour dates but subject to rate adjustment, if any, during new tour dates in the event of any the following unavoidable circumstances prior to guest arrival at the resort:
  - Force Majeure (natural calamity)
  - Sickness, pregnancy, death in the family and medical emergency (medical certificate is required as supporting documents)
  - Labor dispute and political unrest

## CONFIDENTIALITY

All rates, terms and conditions herein are deemed CONFIDENTIAL. Any disclosure thereof to any third person(s) or entity shall be in violation of this clause. Management has the option to terminate this contract agreement by giving a thirty (30) day notice and without incurring any liability thereof.

**Mr. Morales**, we hope you find the contract satisfactory. We shall be in contact with you within the next 24 hours to review the above details and answer any query you may have.

Again, we are delighted to the opportunity of working with you and wish to assure you of the finest of service and accommodations **Savoy Hotel Manila** can offer you.

SAVOY  
HOTEL  
MANILA

To finalize the above contract, kindly  
send us a scanned copy via email.

affix below your signature and

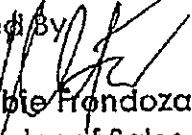
Thank you and we look forward to a fruitful partnership!

Sincerely,



Kimberly Acas  
Sales Manager

Noted by



Bobbie Frondoza  
Director of Sales

Authorized Signatory for:  
Department of Foreign Affairs



Name: Mr. Antonio Morales  
Designation: Undersecretary

September 1, 2022