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OK



MR. JAIME VICTOR B. LEDDA  
Assistant Secretary  
Office of European Affairs  
DEPARTMENT OF FOREIGN AFFAIRS

THRU : MS. FELY FORTALEZA  
Email : [fely.fortaleza@dfa.gov.ph](mailto:fely.fortaleza@dfa.gov.ph)

**EVENT CONTRACT**  
High Level Political Talks between the Philippines and the United Kingdom  
November 29, 2022

Dear Mr. Ledda,

Thank you for choosing Diamond Hotel Philippines to provide rooms and banquet accommodation to your guests attending the **HIGH LEVEL POLITICAL TALKS BETWEEN THE PHILIPPINES & THE UNITED KINGDOM** on **Nov 29, 2022**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

We are pleased to share with you that Diamond Hotel Philippines recently received the prestigious Association of Southeast Asian Nation (ASEAN) MICE Venue Award (for Hotel Setting) for its development, promotion and support of the local MICE industry. This further reinforces our thrust to look after our groups, whether big or small and help the deliver an extraordinary experience during your stay.

Pursuant to the salient provisions of Administrative Order 2021-004, "Updated Guidelines on the Operations of Hotels and Other Accommodation Establishments under a Community Quarantine", Diamond Hotel Philippines has been granted an authority to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine.

Further to our discussion, we are very pleased to submit the following information for your confirmation.

**FUNCTION ROOM BLOCKING**

We are pleased to be reserving the following rooms according to your inquiry requirements.

| Date        | Start Time | End Time | Function     | Room                                     | Set up         | Agr | Status                            |
|-------------|------------|----------|--------------|--|----------------|-----|-----------------------------------|
| 29 Nov 2022 | 9:00AM     | 2:00 PM  | Meeting      | Libra Room, 27 <sup>th</sup> Floor       | Special Set up | 20  | Waived in lieu of meeting package |
| 29 Nov 2022 | 9:00AM     | 2:00 PM  | Lunch        | Capricorn Room, 27 <sup>th</sup> Floor   | Blocked        | 20  | Php 20,000 net                    |
| 29 Nov 2022 | 9:00AM     | 2:00 PM  | Holding Room | Sagittarius Room, 27 <sup>th</sup> Floor | Blocked        | -   | Complimentary                     |

  
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**BANQUET CONCESSIONS**

For your patronage with Diamond Hotel Philippines, we are pleased to extend the following concessions.

- ◆ Use of function room for a minimum number of guaranteed persons
- ◆ PA System / Tape Deck / CD Player
- ◆ WIFI Connection
- ◆ Flipcharts with pens
- ◆ Pads / Pens / Mints
- ◆ LCD Projector with Screen
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Wired/Wireless Microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Standard physical arrangement (New Normal)
- ◆ Standard floral arrangement
- ◆ 5 Complimentary parking slots
- ◆ Air Purifiers (subject to availability)
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees

**FUNCTION ROOM RENTAL**

We are pleased to waive the room rental of the function room for a specified number of guaranteed persons or an equivalent minimum revenue requirement. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.

**COMPUTATION OF CHARGES**

| DATE                   | PARTICULARS  | No. of Person | TOTAL                  |
|------------------------|--|---------------|------------------------|
| Nov 29, 2022           | Half Day Meeting Package 1 (Set Lunch)<br>at P 2,500.00 net per person | 20            | P 50,000 net           |
|                        | Separate Lunch Venue Rental Fee at P 20,000                            | 1             | P 20,000 net           |
|                        | Conference Microphones at Php 2,500 net                                | 4             | P 10,000 net           |
| <b>BANQUET CHARGES</b> |  |               | <b>P 80,000.00 net</b> |

**TERMS AND CONDITIONS**

**For accounts with credit line:**

Banquet payments will be charged to DEPARTMENT OF FOREIGN AFFAIRS thru Send Bill Arrangement. Purchase Order & Letter of Authorization is required upon signing of the contract to facilitate the Send Bill Arrangement.



  
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- ❖ We have blocked a portion of the venue for your event. It is likely that the other venue may still be used for another event. Should you need exclusivity; the Hotel can offer the neighboring venue with corresponding charges.
- ❖ Standard ingress/egress is 2 hours before/after the event. For early ingress or late egress, applicable minimum ingress/egress charges may apply. Subject to availability.
- ❖ Food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rentals fee shall apply.
- ❖ Smoking in the function room is strictly prohibited.
- ❖ Should there be a significant increase or decrease in your attendance, we reserve the right to reassign the appropriate function room.

**ADDITIONAL GUIDELINES CONCERNING COVID-19**

- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ Fully vaccinated guests aged 18 years above are allowed to enter and attend the event and should present their vaccination card upon entry to the hotel premises. No vaccination card, No Entry. In the absence of the vaccination card, a negative RT-PCR test result taken within 48 hours must be presented.
- ❖ Minors & aged below 18 year old are also allowed to enter and attend the event regardless if vaccinated or unvaccinated.
- ❖ All hotel guests are requested to remain indoors throughout the duration of the function.
- ❖ Guests must wear face mask and face shield when entering and while inside the facility. "No Mask, No Entry" policy must be applied. Guests may remove face mask and face shield only when eating and/or drinking.
- ❖ **Any new guidelines from the government must be followed depending on the release of their updated guidelines and memorandum**
- ❖ For any concerns you may contact your events manager or the banquet staff in charge for assistance.

**BANQUET RATES & INCLUSIONS**

**HALF DAY MEETING PACKAGE 1**

Php 2,500.00 net per person

*Minimum of 15 persons*

*Morning Snack*

*Three Course Set Menu with one round of standard drink*

*Free-flowing coffee or tea*

*\* With free flowing of Coffee or Tea, and one round of Soft Drinks or Soda during lunch.*

**BEVERAGE:**

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php180 net/glass
2. Open bar package available upon request

**EQUIPMENT RENTALS**

- ◆ DVD Player with TV monitor Php 5,000.00 net per day
- ◆ Lapel Microphone Php 2,150.00 net per day
- ◆ Electricity Charge (for equipment to be brought in) Php 5,000.00 net per day (waived)
- ◆ Conference Microphone Php 2,500.00 net per piece



  
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You can remit your payment to: Philippine Diamond Hotel & Resort, Inc.

Bank Name and Address : METRO BANK, Adriatico Branch, Ermita, Manila  
METRO BANK (Adriatico branch)  
610-3-610-003347 (Peso account)  
2610-001097 (Dollar account)  
Swift code MBTCPHMM

**OPTION DATE**

The rates, concessions and arrangements specified in this proposal will be valid until **Nov 22, 2022**. If we do not get your confirmation by then, we have the option to change your rates and other arrangements, as well as release any space which is being held for you. Upon confirmation, an event order will be issued detailing your arrangements upon final discussion.

**PRIVACY STATEMENT**

Diamond Hotel Philippines pledges to fully comply with the requirements of the "Data Privacy Act of 2012" and internationally recognized standards of data privacy security and protection.

By signing this contract, you agree that Diamond Hotel Philippines will collect , use, share, disclose, retain and dispose of collectively your personal data and information and that of the individuals which you may provide or which Diamond Hotel Philippines may obtain from you in connection with your transaction relevant to your individual or groups room reservations, conference bookings, outside catering, socials, schools, association, government and corporate events, food and beverage booking arrangements and other hotel services as required and necessary to deliver the services and product of Diamond Hotel Philippines based on our signed contract.

You also declare and confirm that the personal data and information transmitted to the Hotel are accurate and that the necessary consent was obtained from the individual whose personal data and information will be processed.

Please note that Diamond Hotel Philippines will process personal data and information only to the extent necessary to effect the supply of services purchased and the processing of the transaction. For further details on Diamond Hotel Philippines' policy on Data Privacy, please visit our website at [www.diamondhotel.com](http://www.diamondhotel.com)

**POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES**

***For Banquets:***

Should a client wish to cancel an event with contract signed and paid after the imposition of government restriction on community quarantine, the Hotel will honor cancellation requests with provision to reschedule or convert the total amount as consumable valid within one year from the lifting of government imposed community quarantine. No refund policy applies with contracts signed and paid within the quarantine period

***Force Majeure:*** The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

  
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We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.

Very truly yours,

  
Myles Peazar  
Director of Events

CONFORME :

  
MR. JAIME VICTOR B. LEDDA  
Assistant Secretary  
Office of European Affairs  
DEPARTMENT OF FOREIGN AFFAIRS

25 NOV 2022



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

DFA-UA-BAC-31 | Effectivity Date: 14 June 2022 | Revision: 00

NOTICE TO PROCEED

25 NOV 2022

Sir/Madam:

Please be informed that pursuant to the Notice of Award dated 25 November 2022, signed by the Undersecretary and Head of the Procuring Entity, **Philippine Diamond Hotel & Resort, Inc. (Diamond Hotel Philippines)** is hereby given this Notice to Proceed with the implementation of the contract on the following project/procurement:

| Project Title  | End-User Unit |
|--|---------------|
| Lease of venue for the Philippines – United Kingdom High Level Political Talks on 29 November 2022 | HRMO          |

The contract has a total cost of **Eighty Thousand Pesos (PhP 80,000.00)** only, including taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Handwritten signature and date: 10 JAN 23

Very truly yours,

**ANTONIO A. MORALES**  
Undersecretary and  
Head of the Procuring Entity

**PHILIPPINE DIAMOND HOTEL & RESORT, INC. (DIAMOND HOTEL PHILIPPINES)**

Cor. Roxas Blvd. & J. Quintos St.  
Malate, 076 Brgy. 609 Manila