



*Taal Volcano.
up close & personal!*

CPM 345-22

EVENT CONTRACT

November 25, 2022

Contract for Office of Middle East and African Affairs (OMEAA)

Dear Sir/Ma'am,

Thank you for considering Club Balai Isabel for your upcoming event! We are honored to host your **Event on November 26-27, 2022.**

The event specifications as well detailed terms and conditions follow for our common reference:

1. **Event Date (s): November 26-27, 2022.**

2. **Event Venue/s and Meal/s**

| Meal/s or Activities | Laurel Hall | Venue | Venue |
|----------------------|-------------|-------|-------|
| | Day 1 | Day 2 | Day 3 |
| Breakfast | | | |
| AM Snack | | | |
| Lunch | 22 PAX | | |
| PM Snacks | 22 PAX | | |
| Dinner | 22 PAX | | |

3. Event Package Price

| Event Package Price |
|--|
| <p>Meals Day 1 – Lunch, PM snack & Dinner Day 2 – Complimentary Breakfast <u>Managed Buffet Style Serving, Family Style or Plated</u> (22 PAX)</p> |
| <p>Indoor Function Hall (Kumintang Boardroom) & Outdoor -Inclusive of Basic sound system, Microphone & LCD projector -Complimentary Water & Brewed Coffee -Guest tables and chairs good for 22pax -Unli Videoke</p> |
| <p>Facilitator -Customized Themed Program -Activity Materials and Indoor/Outdoor Materials -Setting up of Activity materials -Special Motivational Workshop for the whole team (Indoor Sessions)</p> |
| <p>Transportation (1 Coaster & 1 Van) Maximum capacity 37pax</p> |
| <p>Complimentary Balai Signature Spa Good for 22pax</p> |
| <p>Accommodation</p> |
| <p>2 Units of Superior Family Room Good for 3-6 pax per room Regular Capacity: 3 persons Allowable Extra persons: 3 Bed Configuration: 3 Queen size bed</p> |
| <p>8 Units of Lakefront Family Room (with Taal Volcano View) Good for 2-4 pax per room Regular Capacity: 2 persons Allowable Extra persons: 2 Bed Configuration: 2 Queen size bed (WITH CORPORATE DISCOUNT)</p> |



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Sound System, Lights and Acoustic Band – PHP 35,000.00

Sound System, Lights and Full Band – PHP 50,000.00

Led Wall – PHP 30,000.00

4. Payment Options

- Cash,
- Credit Card or
- Check subject to three working (3) days clearing.

Payments may be deposited to:

| Account Name | Name of Bank | Branch | Account No. |
|-------------------------|--------------------|-----------------|--------------------|
| Club Balai Isabel, Inc. | Banco de Oro (BDO) | Rockwell Branch | S/A 0023-40179-315 |

Please advise us as soon as payment is made through our bank by sending us a faxed copy of your deposit slip to (02) 897.0229

Other Terms and Conditions:

1. The CLIENT shall pay any incidental and other additional charges incurred during the function over and above the contract price after the function or upon check-out of the group. The CLIENT may pay either in cash or through credit card acceptable to the RESORT.
2. Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his/her personal account and must be paid upon consumption. All charge shall be included in the CLIENT master folio for inclusion in the billing statement.
3. Any loss or damage in the hotels or resort's property during the use thereof by the CLIENT or the guests of the CLIENT shall be charged to and paid by the CLIENT immediately or upon check-out or the same shall be included in the master folio of the CLIENT.
4. For purposes of signing the charges (i.e., incidental food and beverage, rooms and other charges), the CLIENT hereby designates the following authorized signatories with their specimen signatures:

| | |
|---|---|
| <p>PHP 1,500.00 Extra Person Charge in excess of the Regular Capacity in hotels WAIVED as Special Corporate Discount!</p> <p>Check in: 2:00 PM Check out: 12:00 NN</p> | |
| <p>Total Event Package Price/ Contract Amount</p> | <p>PHP 320,000.00 Discounted Rate</p> |
| <p>PACKAGE INCLUSIONS:</p> <ul style="list-style-type: none"> • Check-in venue for group arrivals • Use of our 2 Swimming pools (Kumintang Mega Pool & Terraza Infinity Pool) - (Operating Hours 8am-10pm) • Use of Basketball / Volleyball / Tennis / Badminton Courts upon availability – Free for 1 HR during Daytime, regular rate in excess (100 / hr. Daytime) / (500 / hr. Night time) - (Date: 2022 Time: __6am-6 pm) • Free use of Billiard Table & Darts for 1 HR; regular rate in excess (100 / hr. Daytime) - Date: 2022 Time: __6am-6 pm) • Use of our Obstacle Course (Balikatan Camp) for physical activities – Time Specific Reservation Date: 2022 Time: __6am-6 pm) • Use of our Open Field Areas inside the resort for outdoor physical activities upon availability. • Inclusive of Coffee, Water, Basic Sound System& LCD Projector. • Rates are inclusive of government tax. | |
| <p>Other Services Offered:</p> <ul style="list-style-type: none"> • Videoke Rental • Balai Signature Spa | <ul style="list-style-type: none"> • PHP 1,000.00/HR • PHP 750/HR |
| <p>Note: The above rates are inclusive of government taxes. Government taxes and municipality fees are subject to change without prior notice.</p> | |

Others Services Offered: Optional Add-on:

- **Entertainment**

Sound System & Lights – PHP 18,000.00

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| Names | Specimen Signatures |
|-------|---------------------|
| | |
| | |
| | |

5. **Cancellation Charges:** If cancellation is made within thirty (30) days after contract signing and not less than one hundred twenty (120) days before the event, there will be no cancellation charges. However, Club Balai Isabel will charge a portion of the contract price for cancellations made as follows:

| Number of days before the Event | Percentage of the Contract Price to be Charged |
|---------------------------------|--|
| 60 Days | 60% |
| 30 Days | 80% |
| 7 Days | 90% |
| 3 Days | 100% |

6. The RESORT shall generally accept an unforeseen increase in the number of guest's equivalent to only ten percent (10%) of the original guaranteed number of persons as indicated by the client. In cases where the resort may accept an increase over ten percent (10%), menus to be served shall be on Chef's Discretion.
7. **Standard check-in time is 3:00 PM and check-out time is 12:00 NOON. Any extension will be charged an additional 50% of the Published Room Rate.**
8. In cases of unforeseen events or those beyond the control of the RESORT, the RESORT shall have the right to substitute, with or without notice, the function venue/space, the menu and the other amenities, as may be required under the circumstances.
9. The CLIENT assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether within the function space, or any part of the RESORT, without prejudice to the right of the CLIENT to seek reimbursement from the erring guests/invitees.



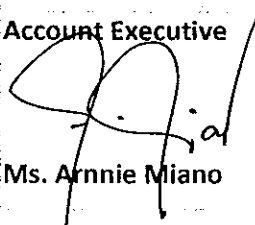

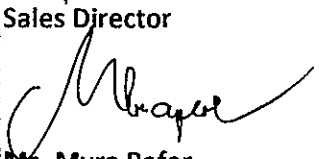
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10. Left Over Food - The RESORT does not give any assurance or guaranty as regards the quality or freshness of the food served and were left over by the guests after the specified meal service period and/or after the end of the function. In this regard, the CLIENT knows that the RESORT does not encourage its guests to take out from the function any "left-over" food. The CLIENT, therefore, assumes full responsibility and holds the RESORT free from any and all liability arising out of "left over" food taken out and causing food poisoning, discomfort, damages or any other conditions unfavorable to the CLIENT.

11. The RESORT & its personnel shall not be liable for its inability to provide the facilities and services subject to this contract if such inability is due to fortuitous event or *force majeure* such as typhoon, flood, natural calamities, fire, war, workers' strikes or slowdowns, riots, civil disturbances, change of status of the Philippine government, Pandemic (Covid-19) and similar events which could not be foreseen. In such event, the CLIENT shall have the option to reset the date of the function or refund but without any liability on the part of the RESORT to pay the damages or interest.

12. The RESORT shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the CLIENT while at the resort caused directly or indirectly by the CLIENT's other guests, the materials or goods brought –in by the CLIENT or guests of the CLIENT, or by the fortuitous event, force majeure or causes beyond the control of the RESORT.
We look forward to a memorable event.

Conforme: Signature over Printed Name

| For Club Balai Isabel | | For the Client | |
|---|----------------------|---|------------------------------------|
| Account Executive | November 23, 2022 | | November 25, 2022 (Deadline) |
|  Ms. Arnnie Miano | |  Mr. Alfonso Ferdinand A. Ver Assistant Secretary OMEAA | |
| Sales Director | November 23, 2022 | | November 25, 2022 (Deadline) |
|  Ms. Myra Rafer | | | |



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Note: We will be holding your reservation request from November 25, 2022

Should we receive the signed contract later than the November 25, 2022, the facilities offered in this letter may no longer be available as other guests would already have signed contracts & availed of them earlier. In such cases:

- Function Room – if that offered is no longer available, a bigger one may be provided but additional charge may be incurred.
- Guest Rooms – if those offered are no longer available and rooms with higher costs are given, upgrade fee will be applied.
However, best efforts will be exerted to provide rooms of the same size and cost.
- Banquet Requirements – All meals / menu choices will be under our Chef's Discretion.
- Outdoor Team Building Activities – Time specific reservation slot will be subject to availability.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

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

NOTICE TO PROCEED

25 November 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, **Club Balai Isabel Inc. (Club Balai Isabel)** 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 2022 OMEAA teambuilding and GAD Activity on 26 - 27 November 2022 | OMEAA |

The contract has a total cost of **Three Hundred Twenty Thousand Pesos (PhP 320,000.00)** 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".

Very truly yours,

ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity

CLUB BALAI ISABEL INC. (CLUB BALAI ISABEL)

Banga, Talisay,
Batangas

Received by:

G/Mi 20/01/2023

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph