



DIAMOND HOTEL
PHILIPPINES

Please note that there are no rooms blocked for you. The final number of rooms is subject to availability upon confirmation of your final date and arrangements.

The rates and other arrangements specified in this proposal will be valid only until the option date. Should no confirmation be received by then, the hotel has the option to change the rates and other arrangements in this proposal.

- Above rates are inclusive of 10% service charge and other prevailing government taxes
- Room Rates are non commissionable

Inclusions:

- Complimentary breakfast at Corniche
- Welcome amenity
- Complimentary sanitation kit
- Complimentary Wi-Fi access in the rooms and public areas
- International Direct Dialing Facilities
- Complimentary two bottles of water daily
- Safety deposit box in the room

House Rules

1. Strict physical distancing measures shall be observed at all times with fellow guests, and hotel staff/employees. Wearing of Face Mask is a must while inside the hotel premises
2. The hotel has no money changing facilities
3. Bringing in of electric cooking equipment and cooking inside the guest room is strictly prohibited.
4. All lifestyle facilities such as the Health Club and Spa, exercise room, massage services, LifeSpan Reflexology, are open at a limited capacity. We are highly encouraging to set an appointment before arrival.
5. Hotel's operator assistance will only be available from 8:00 a.m. to 12:00 m.n. In case of emergency, guests may dial 1154 and the Hotel's Security Officer will assist them accordingly.

ADDITIONAL GUIDELINES CONCERNING COVID-19

The safety of the guest remains the first and foremost priority of Diamond Hotel Philippines. To protect and value the guest's experience, Diamond Hotel meticulously applies hygiene and sanitation protocols, as prescribed by the Department of Health (DOH) Department of Tourism (DOT) and Department of Trade and Industry (DTI). Standard procedures and regulations have been reinforced to focus on providing secure and comfortable accommodations for guests by ensuring that the guestrooms and facilities are clean and hygienic. Adjustments on services are being made to adapt the "new normal." Guest experience will be focused on safety and security from arrival to departure.

Arrival Experience

- Guest to wear face mask prior to entry. Vaccination Certification / ID is strictly required upon check in
- Sanitizing foot mat and wash areas are placed in all entrance and exit areas of the hotel
- Temperature thermal scanning and screening of all guests for fever or flu-like symptoms and coughing will be conducted
- Sanitation of luggage is required
- Hand sanitizer dispensers available at the lobby and public areas
- Guest must complete the DOH Health Screening Form and present upon check-in
- Observe social distancing

Enhanced Check-in and Check-out

- Remind guests on social distancing and to follow floor markers available
- All staffs wearing face shields, face masks and gloves
- No showing of guest room shall be done upon check in
- Online registration card will be practiced as we adopt a contactless system

- Social distancing of 6 ft. will be strictly implemented
- Key cards and pens are ensured to be sanitized and disinfected upon issuance to the guest
- Social distancing will be observed inside elevators. Only four (4) persons are allowed at a certain time.

Guestrooms

- All guest rooms undergo thorough disinfecting and sanitizing prior guest arrival
- High-touch surfaces are given special attention with stringent disinfection
- Complimentary sanitation kit is now part of room amenity
- Bathrobes are available upon request
- Hygienically laundered fresh linens available
- Clean laundry is hygienically packed during your stay

RESERVATION PROCEDURE

1. For purposes of tracking, the procedure/means of reservation shall be coursed thru Reservations; rooming list must be in at least two (2) weeks before the arrival date.
2. Check-in time is at 14:00H. All request for early check-in before 14:00H will be levied a surcharge fee. Non-payment of the surcharge fee will be subject to space availability.
3. Any request for check-out beyond 12:00H will be subject to space availability and late check-out charges to apply.

FUNCTION ROOM BLOCKING:

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

Date	Start Time	End Time	Function	Room	Setup	Agr	Status
Dec 12,2022	8:00 am	5:00 pm	Secretariat 1	Opal Room, 2 nd Floor	TBA	--	Php 12,000 net
Dec 13,2022	8:00 am	5:00 pm	Secretariat 1	Opal Room, 2 nd Floor	TBA	--	Php 12,000 net
Dec 13,2022	8:00 am	5:00 pm	Meeting	Libra-Capricorn Rooms, 27 th Floor	Classroom	120	Waived in lieu of meeting package
Dec 13,2022	11:00 am	1:00 pm	Lunch Area	Amethyst Room, 2 nd Floor	Rounds	120	Comp'imentary
Dec 13,2022	7:00 pm	11:00 pm	Dinner	Aquarius-Libra Rooms, 27 th Floor	Rounds	150	Waived in lieu of dinner package
Dec 14,2022	8:00 am	5:00 pm	Meeting	Libra-Capricorn Rooms, 27 th Floor	Classroom	130	Waived in lieu of meeting package
Dec 14,2022	8:00 am	5:00 pm	Secretariat 1	Opal Room, 2 nd Floor	TBA	--	Php 10,000 net
Dec 14,2022	11:00 am	1:00 pm	Lunch Area	Amethyst Room, 2 nd Floor	Rounds	120	Complimentary
Dec 17,2022	8:00 am	5:00 pm	Secretariat 1	Opal Room, 2 nd Floor	TBA	--	Php 10,000 net
Dec 17,2022	7:00 pm	11:00 pm	Dinner	Ruby Room, 2 nd Floor	Rounds	40	Waived in lieu of dinner package

- ✧ 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.


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- ❖ 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.
- ❖ If the event will increase the number of guarantee one day before the event, the Hotel will automatically incorporate 15% surcharge on top of the agreed rate.
- ❖ Please advise us on or before your cut-off date. Unconfirmed reservation on that date would mean automatic cancellation of the said reservation.

ADDITIONAL GUIDELINE CONCERNING COVID-19

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- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ *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

WHOLE DAY MEETING PACKAGE 1 Php 3,050.00 net per person
(Minimum of 15 persons)
 Morning Snack
 Classic Set Lunch with 1 round
 Afternoon Snack
 Free-flowing coffee or tea

WHOLE DAY MEETING PACKAGE 2 Php2,950.00 net per person
(Minimum of 50 persons)
 Morning Snack
 Classic Buffet Lunch with 1 round
 Afternoon Snack
 Free-flowing coffee or tea

** Meal comes with Free-flowing coffee or tea and one round of either soft drinks or Lemon Iced Tea during lunch*

OTHER MEAL RATES :

PLATED/SET MEAL (min. of 10 persons)

Three-Course Set Meal	Php2,200.00 net per person
Four-Course Set Meal (PORK or CHICKEN Main Course)	Php2,500.00 net per person
Four-Course Set Meal (FISH or BEEF Main Course)	Php2,800.00 net per person

BUFFET MEAL (min. of 40 persons)

Classic Buffet Meal	Php2,000.00 net per person
Special International Buffet Meal	Php 2,500.00 net per person
Themed Buffet Meal	Php3,000.00 net per person
International Buffet Meal A-C	Php3,500.00 net per person

PACKED SNACK with Bottle of Water Php 750.00 net per person

** Meal comes with Free-flowing coffee or tea and one round of either soft drinks or Lemon Iced Tea during lunch*


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SUNSET COCKTAIL PACKAGES

(Minimum of 50 persons)

A Touch of Sunset Php 3,300.00 net per person
(Cocktail Buffet Menu with Two-Hour Open Bar for Standard Concoctions)

PACKED SNACK

One Item snack with Bottled Water Php 750.00 net per person

OTHER CHARGES

Special Work Essential Kit / Token Php 2,000.00 net per person
House Wine (Red / White) Php 2,000 net net per bottle

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at **Php 200 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
- ◆ Conference Microphone Php 2,500.00 net per piece

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 or Sound System / Tape Deck / CD Player
- ◆ Pads/Pens/Mint Candies
- ◆ Free WIFI Connection
- ◆ 2 LCD Projectors with Screens
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ 6 Wired/Wireless Microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Name Cards (Toblerone Style)
- ◆ Standard physical arrangement (New Normal)& Elevated Platform
- ◆ Standard floral arrangement / Conference tables & Chairs
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons
- ◆ 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.



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COMPUTATION OF CHARGES

Date	Rate x No. of Persons	Total
Dec 12-17, 2022	Php 6,500.00 net x 3 Deluxe King/ Twin Rooms x 5 Nights	Php 97,500.00 Nett
Dec 12-17, 2022	Php 8,000.00 net x 1 Deluxe King/ Triple Rooms x 5 Nights	Php40,000.00 Nett
TOTAL		Php137,500.00 Nett

DATE	PARTICULARS	Rate per person	No. of Person	No. of Days	TOTAL
Dec 12-14 & 17	Secretariat Room	P 10,000	--	4	P 40,000 net
Dec 13, 2022	Whole Day Meeting Package (Buffet)	P2,950	120	1	P 354,00C net
Dec 13, 2022	Special Buffet Cocktail Dinner I	P 3,300	150	1	P 495,00C net
Dec 14, 2022	Whole Day Meeting Package (Set)	P3,050	130	1	P 396,50C net
	House Wine (Red / White)	P 2,000	20	1	P 40,000 net
Dec 15-16, 2022	Packed AM Snacks	P 750	110	2	P 165,000 net
Dec 17, 2022	Special Token Kit	P 2,000	150	1	P 300,000 net
Dec 17, 2022	Classic Buffet Dinner	P 2,200	40	1	P 88,000 net
TOTAL BANQUET CHARGES					P 1,878,500.00 net

GRAND TOTAL = Php 2,016,000.00 NETT

Charge and to be settled by PHILIPPINE RETIREMENT AUTHORITY **Php 120,000.00 NETT**
TOTAL AMOUNT CHARGE TO DFA = P 1,896,000.00 NETT

TERMS AND CONDITIONS

For accounts with credit line:

Room and Banquet payments will be charged to DFA thru Sendbill. Certificate of Availability of fund with OBR number is strictly require three days after signing the contract.

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

Bank Name and Address : METRO BANK, Adriatico Branch, Ermita, Manila
METRO BANK (Adriatico branch)
3610-003347 (Peso account)
2610-001097 (Dollar account)

*The amount of **Php 120,000** for the welcome cocktail dinner will be paid and settled by the Philippine Retirement Authority*

TERMS AND CONDITIONS

Guaranteed Number of Persons

- The HOTEL shall charge the PATRON for the guaranteed number guests OR actual number of persons whichever is higher.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons for buffet meals. If the actual cover exceeds the 10% allowance - set up and food, replenishment shall be subject to the availability of stock and operating



supplies. Diamond Hotel Philippines will do its best to accommodate and deliver service on time for any last minute (if notice is received less than 24-hours prior to affected meal period) increase in the guaranteed minimum. Diamond Hotel Philippines will recommend to the Client substitution of item if in case P230,000 net fortuitous event occurs. In addition if the event will increase the number of guarantee one day before the event, the Hotel will automatically incorporate 15% surcharge on top of the agreed rate.

- Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

Food and Beverage

- All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.
- Selling of any food, beverage and any other items is strictly prohibited in the hotel.
- In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.
- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

Cancellation

- 100% cancellation charges are to be applied based on the total package expense indicated in the conforme/contract

Non-Compliance to Payment Scheme

- If the required payment/s is/are not receive on the scheduled date/s, reservation for the group may be subject to cancellation. However, notice shall be given to the Client. Reinstatement of booking shall be subject to venue availability.

Damage

- The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

Exclusions of Liability

- The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

Drone Clause for Socials

- The Hotel strictly does not allow the use of Drones or Unmanned Aerial Vehicles (UAV) of any size for photo taking, filming or demonstration within the hotel's premises for security and safety reasons. Should the said equipment be used for display purposes, The Client shall be held liable for any damages that may incur and the corresponding repair charges shall be billed to the Client's account.

Entrance and Exit Doors

- All Entrance and Exit Doors of the function rooms should not, at any point, be covered / obstructed by the lay-out, setup, equipment and/or any materials/props of the organizer for safety and security reasons.
- The Hotel has the right to take-out and break down anything that will obstruct the free passages of guests in case of emergency.

SECURITY / CCTV

- The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. We encourage all guests to secure their belongings within the vicinity. The Hotel shall in no instance, be held liable for any loss or damage of such items or personal belongings.
- CCTV must not at all times be blocked by any props, materials, equipment of the organizer for safety and security reasons.

Non-Compete Clause

- The client is in agreement that the participants of the manpower recruitment event or job fair will not recruit for the hotel industry or other similar businesses that will compete with Diamond Hotel Philippines. In addition, Diamond Hotel will not allow display of other hotel collaterals, banners, audio visual presentations, and the like inside the hotel's function room and premises.

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

POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

For Rooms:

It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations or no shows pertaining to the said event not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights per day to DFA.


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The Organizer agrees to pay the Hotel a cancellation fee of one hundred percent (100%) of the Daily Room Rate of all the Guest Rooms held under the Room Block.

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.

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

Very truly yours,



MYLES D. ELEAZAR
Director of Events



DEXTER PANGAN
Director of Sales

CONFORME :



Ms. Gina A. Jamoralin
Assistant Secretary
Office of International Economic Relations
Economic Research Unit