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THE MANILA HOTEL

GROUP MEETING ARRANGEMENT

July 4, 2022

MARIA ANNA LILIA L. DE VERA- SCHINAZI  
Acting Head of Office  
DEPARTMENT OF FOREIGN AFFAIRS- ASPAC  
2330 Roxas Boulevard, Pasay City

Re: **CONTRACT**  
**Room Accommodation, Meals and Transportation for July 5-6, 2022**

Dear Ms. De Vera- Schinazi,

Thank you for choosing Manila Hotel as the venue for your Room Accommodations. Further to our discussions, we are pleased to confirm the following arrangements:

**A. ROOMS ARRANGEMENT**

Room Type	SPECIAL Rate per night	Inclusive Dates	No. of Rooms	No. of nights	Subtotal
Grand Deluxe Room/ Superior Deluxe room (Single/Twin Sharing) <i>Run of the House</i>	Php 6,000.00 nett	July 5-6, 2022	6	1.5	Php 54,000.00 nett
Sunset/ Sunrise Suite	Php 12,000.00 nett		1	1.5	Php 18,000.00 nett
<b>TOTAL</b>					<b>Php 72,000.00 nett</b>

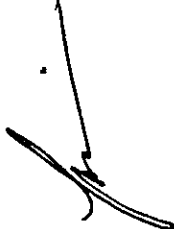
\*Please note that any additional rooms are subject to availability.

**Inclusions :**

- Daily buffet breakfast
- Welcome Fruits
- Local mineral water daily
- Internet Connection
- Complimentary use of Fitness Center (gym)
- Complimentary use of the outdoor pool
- Rates are non-commissionable and inclusive of taxes and service charge

**B. CHECK-IN & CHECK-OUT PROCEDURE:**

Since our guest check-out time is 12 noon, we suggest that your guests will check-in after 2:00PM to allow ample time for the rooms to be made-up. Please be assured, however, that every effort will be made to accommodate your guests who will arrive at the Hotel before 2:00PM.



**C. TRANSFERS (SPECIAL PACKAGE RATE FOR METRO MANILA)**

Date: July 5, 2022

Type of Car	Rate (min of 10hrs)	No. of Hours	Subtotal
VIP Car-MB S Class	Php 44,000.00 nett	9 hrs	Php 44,000.00 nett
Sedan-BMW 5 Series	Php 33,000.00 nett	9 hrs	Php 33,000.00 nett
Van- Toyota Grandia(1)	Php 7,700.00 nett	9 hrs	Php 7,700.00 nett
Van-Toyota Grandia(2) (Luggage Van)	Php 7,700.00 nett	9 hrs	Php 7,700.00 nett
Sedan- Vios	PPhp 6,600.00 nett	9 hrs	Php 6,600.00 nett
<b>TOTAL</b>			<b>Php 99,000.00 nett</b>

Date: July 6, 2022

Type of Car	Rate (min of 10hrs)	No. of Hours	Subtotal
VIP Car-MB S Class	Php 44,000.00 nett	13 hrs	Php 57,200.00 nett
Sedan-BMW 5 Series	Php 33,000.00 nett	13 hrs	Php 42,900.00 nett
Van- Toyota Grandia(1)	Php 7,700.00 nett	13 hrs	Php 8,690.00 nett
Van-Toyota Grandia(2) (Luggage Van)	Php 7,700.00 nett	13 hrs	Php 8,690.00 nett
Sedan- Vios	PPhp 6,600.00 nett	13 hrs	Php 7,590.00 nett
<b>TOTAL</b>			<b>Php 125,070.00 nett</b>

Total for transfers: **Php 224,070.00 nett**

- Hourly rate will apply for any additional hour beyond the package rate.
- Parking fee included.
- Chauffeurs are fully vaccinated and with PCR Test.



- Cancellation or re-booking notice must be advised within 24 hours prior to the scheduled time and date. Failure to provide notice within the prescribed prior will be subject to pay cancellation fee equivalent to 100% of the total charges. This is to compensate for the lost of business since we already blocked the vehicle.

Type of Car	Rate per 10 hours	Hourly Excess
MB S Class	Php 44,000.00	Php 4,400.00
BMW 5 Series	Php 33,000.00	Php 3,300.00
Toyota Grandia	Php 7,700.00	Php 330.00
Toyota Vios	Php 6,600.00	Php 330.00

**D. MEALS FOR THE CLOSE-IN PERSONNEL FOR JULY 5-6, 2022**

Date	Meals	No. of Meals	Rate	Subtotal
July 5, 2022	Dinner (Solo Meals)	14	Php 280.00	Php 3,920.00 nett
July 6, 2022	Breakfast (Solo Meals)	4	Php 280.00	Php 1,120.00 nett
July 6, 2022	Dinner (Solo Meals)	3	Php 280.00	Php 840.00 nett
<b>TOTAL</b>				<b>Php 5,880.00 nett</b>

**GRAND TOTAL: PHP 301,950.00 NETT**

**E. DEPOSITS & BILLING**

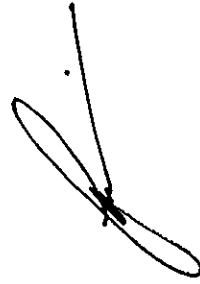
The Hotel requires **CERTIFICATE OF AVAILABILITY OF FUNDS (CAF) and LETTER OF AUTHORIZATION (LOA)** on or before **July 5, 2022**.

Final bill for send bill arrangement, to be settled **within 30 calendar days** upon the receipt of the final SOA.

Payment settlement is through cash, credit card or bank transfer.

For any bank payment, please remit to:

**Bank name:** PHILTRUST BANK  
**Branch:** Head Office  
**Branch address:** United Nations Avenue, Manila  
**Account number:** 00320-015059-5 (PESO)  
 0034-0000-887-4 (DOLLAR)  
**Swift code:** PHTBPHMM



**F. CANCELLATION & NO SHOW POLICY**

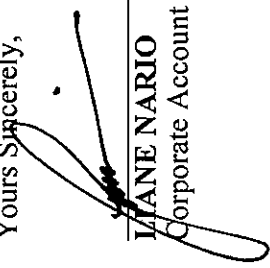
We trust this offer match your specific needs and that our rates are favorable to you.

Upon signing the contract, rooms are considered guaranteed and any cancellation will be subject to whole duration charge. In case of No Shows on arrival date, guaranteed reservation will be subject to No Show fee computed based on the entire duration of stay.

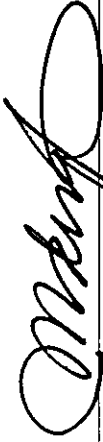
We hope you find the above information in order. We would appreciate your signature on the space provided below and return this agreement to us in order to facilitate the above arrangements for your group.

Thank you once again and we look forward to welcome you and your guests at The Manila Hotel.

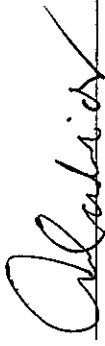
Yours Sincerely,

  
\_\_\_\_\_  
**EYLANE NARIO**  
Corporate Account Manager

CONFORME:

  
\_\_\_\_\_  
**MARIA ANNA LILYA L. DE VERA-SCHINAZI**  
Acting Head of Office  
**DEPARTMENT OF FOREIGN AFFAIRS-  
ASPAC**

Approved by:

  
\_\_\_\_\_  
**ADRIAN SALUMBIDES**  
Senior Sales Manager