

December 7, 2022

**MS. KIRA CHRISTIANNE D. AZUCENA**

Assistant Secretary

**OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATION  
DEPARTMENT OF FOREIGN AFFAIRS**

2330 Roxas Boulevard, Pasay City

Thru: Ms. Helena Tan

Email: [unio.ao@dfa.gov.ph](mailto:unio.ao@dfa.gov.ph)

Landline: +632 8834 3306

**RE: Gender and Development/Teambuilding Activities (Revised Contract#1)  
December 15, 2022 / 27 persons**

Dear Ms. Azucena:

Warm greetings from **The Bayleaf!**

We are pleased to submit for your review our proposed rates for your upcoming Hotel Requirements. Indeed, we are grateful for the opportunity to be considered for your forthcoming event.

**A. Room Accommodation (Optional)**

<b>ROOM CATEGORY</b>	<b>ROOM RATE Per room, per night</b>
Deluxe Room – based on Single / Twin Occupancy	<b>Php 3,800.00net per room, per night</b>
Extra person – extra bed and breakfast	<b>Php 1,700.00net per room, per night</b>

**Inclusions:**

- Above rate is inclusive of 10% service charge and applicable government taxes.
- Standard check in time is 2:00pm
- Standard check out time is 12:00noon
- Request for early check in / late check-out is subject to availability on the day of the arrival
- Rate is applicable only for the abovementioned dates.
- Room amenities include:
  - Daily Breakfast
  - Bottled mineral water
  - Coffee & tea making facilities
  - Safety deposit box in the room
  - One (1) Wifi access per room

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines

• Tel: +63 2 5318 5000 • tbi-[inquiry@thebayleaf.com.ph](mailto:inquiry@thebayleaf.com.ph) • [www.thebayleaf.com.ph](http://www.thebayleaf.com.ph)

**B. Room Accommodation**

Five (5) Deluxe Twin Rooms – based on single or twin occupancy

Check in: December 15, 2022

Check out: December 16, 2022

Room rate: Php 3,800.00net per room, per night

Six (6) Deluxe Twin Rooms with Extra Bed – based on triple occupancy

Check in: December 15, 2022

Check out: December 16, 2022

Room rate: Php 5,500.00net per room, per night

**C. Package Rate – Whole Day**

**Rate: Php 42,000.00net** *(Rate is inclusive of 10% service charge and applicable gov't taxes)*

Minimum number of guaranteed person: 27

**Inclusions:**

One (1) AM Snack, One (1) Plated Lunch with (1) One Round of Iced Tea, One (1) PM Snack

**D. Package Dinner at Skydeck**

**Rate: Php 49,050.00net** *(Rate is inclusive of 10% service charge and applicable gov't taxes)*

**Inclusions:**

One (1) Buffet Dinner with (1) One Round of Soda

**E. Function Room Blocking**

Date	Time	Venue	Event	No. of Pax / Set up	Status
December 15, 2022	8:00am to 5:00pm	Muralla 2&3	Meeting	27 persons / U Shape	<b>Confirmed</b>
December 15, 2022	7:00pm to 11:00pm	Skydeck	Dinner	Table Reservations / Non Exclusive	<b>Confirmed</b>

**NOTE:**

- The wearing of face masks in indoor and outdoor settings shall be voluntary following the Executive No. 7, s. 2022.
- No loitering in guest room floor.
- Kindly note that our capability to accommodate events will still depend on the government's quarantine guidelines.
- Please be advised that under Alert level 1 & 2, only fully vaccinated guests (except for minors) are allowed in indoor function room following the IATF guidelines. Kids are allowed, unless otherwise amended by the government. Please present your vaccination card upon entry.

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- LCD Projector and Screen
- Basic sound system with Two (2) Microphones
- Banquet set-up and service
- Papers and pencils
- Flipcharts
- Whiteboard with markers and erasers
- Three (3) Complimentary Parking passes (*Parking Space on first come, first serve basis*)
- Complimentary Hotel Common Wifi Access
- Complimentary Free Flowing Coffee and Tea Amenities

#### **F. Estimated Total Charges**

##### Room Accommodation:

Five (5) Deluxe Twin Room x Php 3,800.00net x 1 night = Php 19,000.00net

Six (6) Deluxe Triple Room x Php 5,500.00net x 1 night = Php 33,000.00net

Banquet: Php 42,000.00net

Skydeck: Php 49,050.00net

**Estimated Total Charges: Php 143,050.00net**

#### **G. Cut-off Dates / Cancellations**

1. December 9, 2022      The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room reservation.
2. December 9, 2022      Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the estimated charges stated on item E.

#### **H. Billing Arrangement**

1. Sendbill Arrangement. Full payment must be received 30 days after the receipt of the SOA (Statement of Account)



Ms. Azucena, we truly hope that these arrangements meet all your requirements and should you have other requirements or further queries, please do not hesitate to get in touch with the undersigned at the mobile number +63 917 824 7099 or send us a message at e-mail address [anne.maglalang@thebayleaf.com.ph](mailto:anne.maglalang@thebayleaf.com.ph)

Once again, thank you for this opportunity to do business with you and we look forward to the pleasure of welcoming your guests to The Bayleaf Intramuros.

CONFORME:

**ANNE M. SUMODOBILA**  
Reservations Supervisor

**MS. KIRA CHRISTIANNE D. AZUCENA**  
Administrative Officer