

S O F I T E L
PHILIPPINE PLAZA MANILA

PRICE QUOTATION

Php 4,339,800.00

Four Million Three Hundred Thirty Nine Thousand Eight Hundred Pesos

for

Lease of Venue for the 2022 East Asia Summit Workshop on Maritime Cooperation:
Technical and Scientific Cooperation towards Clean, Healthy, and Sustainable Oceans
on 30 August to 1 September 2022

Contract is inclusive of all taxes. Kindly see below compliance to Technical Specifications:

Requirement	Quotation Inclusive of the Following Specifications	Venue
Conference Plenary Hall for 30 August, 31 August, and 1 September 2022 (half day)	<p>HALL</p> <ul style="list-style-type: none"> ● Capacity: 110 pax ● With adjacent secretariat room and separate hall for meals ● High ceiling to ensure proper air ventilation and height clearance for the set-up of a platform stage ● Tables and chairs in a classroom set-up, with enough space for each of the delegates to position their own laptop ● Sufficient lighting for the conduct of plenary sessions; provision of additional lighting to allow for a bright working environment conducive for learning ● Arrangement of a mock set-up for team's assessment two weeks prior to conduct of event ● Allows venue blocking 18 hours before the start of the event to allow for ingress set-up and dry run <p>STAGE</p> <ul style="list-style-type: none"> ● Platform stage dimensions: 40 ft (l) x 20 ft (w), with two-level step risers spanning across the stage to be used in large group photos ● Five comfortable high chairs with back and feet support, to be used onstage during panel interviews with the moderator ● Flags and Poles for 18 EAS Participating Countries <p>AUDIO/VIDEO/TECHNICALS</p> <ul style="list-style-type: none"> ● Conference LED screen for workshop presentations ● Audio/video system ● Ten (10) wireless microphones with supply of batteries ● Dedicated technician ● With stable, reliable, and dedicated internet connection with a minimum of 50 Mbps <p>OTHERS</p> <ul style="list-style-type: none"> ● Provision of a registration area with tables and chairs ● Provision of Press room to be used for 1 hour only on August 30, 2022. ● Provision of 3 breakout rooms to be used in the afternoon of 31 August 2022 ○ Capacity: 20 pax per room 	Luzon Ballroom



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	<ul style="list-style-type: none"> o Must be located near conference plenary hall o Provision of screens/projectors for presentations o Complimentary supply of papers and pencils o Table and chairs in conference style <p>Provision of a photo wall with tension fabric backdrop or similar anti-glare wall</p>	<p>Visayas Ballroom</p> <p>Romblon Room Mindoro Room Sulu Room</p>
<p>Lunch Meals Hall (30 August, 31 August, 1 September)</p>	<p>HALL</p> <ul style="list-style-type: none"> ● Capacity: 110 pax ● Seating arrangement: 12 round tables with 10 pax per table ● Must be located beside Conference Plenary Hall <p>CONFERENCE MEALS</p> <ul style="list-style-type: none"> ● Managed lunch for Aug. 30, Aug. 31, and Sep. 1 ● Free flowing mineral water, coffee, tea, and juice in a separate area outside of the halls ● Bite-sized snacks for 120 pax in the AM and PM ● Can accommodate separate meals for pax with food allergies and restrictions ● Has facility/chef for Halal and vegetarian food ● Dedicated kitchen and wait staff to ensure the timely delivery of food <p>PRESS CONFERENCE (Aug 30)</p> <ul style="list-style-type: none"> ● Heavy snacks for 20 press people <p>PERFORMER MEALS (Aug 30)</p> <ul style="list-style-type: none"> ● Heavy snacks for 30 performers in the afternoon of 30 August 2022 ● Performer meals and separate meals area for performers after their performance in the welcome dinner <p>SECRETARIAT MEALS</p> <ul style="list-style-type: none"> ● Garden/kiosk dinner venue for 25 pax secretariat 	<p>Mindanao Ballroom</p> <p>Visayas Ballroom</p> <p>Davao Room</p>
<p>Welcome Dinner Hall (evening of August 30 only)</p>	<p>HALL</p> <ul style="list-style-type: none"> ● Capacity: 150 pax ● Outdoor venue/outside of hotel building ● Allows venue blocking 18 hours before the start of the event to allow for ingress set-up and dry run <p>STAGE</p> <ul style="list-style-type: none"> ● Stage area must be at least 20x40 square feet and 1 meter high, preferably of softwood. ● Right and left wing spaces and backstage cross over for quick changes. ● A minimum of 2 dressing rooms near the performance area with lights, costume racks, mirrors, steam iron and Drinking water for the performers. ● Tables and Chairs <p>LIGHTING</p> <ul style="list-style-type: none"> ● 24 units par LED lights 	<p>Seawallside Garden Grand Sunset Pavilion Technical requirements included</p>



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	<ul style="list-style-type: none"> ● 2 units follow spot ● 12 channel dimmer board ● 4 units T-Bars/ lighting stands <p>SOUND SYSTEM</p> <ul style="list-style-type: none"> ● Amplification and speaker systems suitable for the size of the auditorium or hall. ● 6 unit condenser microphone ● 6 Chairs Rondalla set-up (on down Stage left or Right) ● 2 units handheld wireless microphone ● Channel Mixing console ● 2 monitors (1 for performers and 1 for musicians) <p>OTHERS</p> <ul style="list-style-type: none"> ● Water and beverages for performers 	
Secretariat Room	<ul style="list-style-type: none"> ● Must be exactly beside conference hall ● Capacity of 25 pax ● Free flowing mineral water, coffee, tea, and juice 	Visayas Ballroom
Press Room	<ul style="list-style-type: none"> ● Capacity: 20 pax ● Heavy snacks for 20 guests 	Visayas Ballroom
Guest Rooms	<ul style="list-style-type: none"> ● 47 single rooms with complimentary breakfast for two (2), preferably facing the bay ● Two (2) two-bedroom suites that can accommodate at least 4 persons in one suite, to be used as secretariat rooms 	All rooms with Balconies
Others	<ul style="list-style-type: none"> ● Signages at the lobby indicating venue and title of the event ● Availability of free parking space for 30 DFA guests on August 30, 2022. 	Available

MENU SELECTION

SNACK SELECTION FOR CONFIRMATION BASED ON FURTHER DISCUSSIONS

Chicken Fajitas and Quesadilla
 Pad Thai W/ Fried Shrimp Cake
 Chicken Tandoori Mint Yoghurt Wrap
 Feta and Spinach Quiche
 Quiche Lorraine
 Asparagus & spinach quiche
 Mango mini cheesecake
 Strawberry muffin
 Banana muffin
 Bibingka
 Puto at Kutsinta
 Lemon tart



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PHILIPPINE PLAZA MANILA

Lunch Menu I

(No Pork, No Lard, No Alcohol)

Salad and Appetizer

Mixed Green Salad with Garlic Crouton, Mango Dressing
Vegetable Crudités with Bagoong Dip
Eggplant Ensalada
Green Mango with Tomato and Wansoy

Soup

Salmon Belly Sinigang

Main Course

Beef Morcon
Fish with Black Bean Sauce
Chicken Adobo sa Gata
Sautéed Shrimp with Asparagus
Pancit Bam-I Guisado
Steamed Pandan Rice

Dessert

Leche Flan
Ube Sansrival (A)
Buko Pandan
Assorted Fresh Fruits

Dinner Menu I

Salad and Appetizer

A Selection of Five salad leaves
Dressings
Balsamic • Sesame • Caesar • French • Ranch • Lemon Vinaigrette
Smoked Salmon Potato Salad
Rare Beef Salad with Grilled Summer Vegetables

Sofitel Artisan Bread Selection

Rye Roll, Brioche Roll
Acid Bread, Baguette
French Butter

Soup

Truffled Cream of Potato Leek Soup

Main course

Beef Osso Buco with Preserved Lemon & Olives
Chicken Grandmere with Champignon in Sauce
Baked Barramundi Dill Cream Sauce
Provencale Roasted Vegetables
Saffron Adlai Risotto
Plain rice

Dessert

Macaron Selection
Blueberry Cheesecake
Lemon Meringue Tart
Fruit Skewers



SOFITEL
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PAYMENT DETAILS

- Send Bill with appropriate Government documents - Notice of Award (NOA), Purchase Order, CAF or any additional government required documents to guarantee payment.
- 100% payment to be settled within 30 days upon receipt of final bill

BANK DETAILS

Bank Name: Bank of the Philippine Islands (BPI)
Account Name: Philippine Plaza Holdings Inc
Peso Account Number: 3133-2428-63
US Dollar Account Number: 3134-0155-18
Routing Code: 000005873
Swift Code: BOPIPHMM

EVENT CONFIRMATION

I have read and understood the Venue and Accommodation Hire Conditions and guarantee payment of the relevant charges for the above named event.


Signed for and on behalf of the above named company and client by:

Name: DANIEL R. ESPERITU

Signature:  Date: 15 AUGUST 2022

Once signed and completed, please return via email to cynthia.esteban@sofitel.com.

If I can be of any assistance in the interim, please feel free to contact me directly on Mobile: +63 917 309 2129




Cynthia T. Esteban

Director of Conference and Events

SUBSCRIBE AND SWORN TO
BEFORE ME THIS AUG 19 2022
AT QUEZON CITY

DOC NO. 438
PAGE NO. 89
BOOK NO. XGIX
SERIES OF 2022


ATTY. ROGELIO J. BOLIVAR
NOTARY PUBLIC IN QUEZON CITY
Commission No. Adm. Matter No. NP 204 (2021-2022)
IBP O.R. No. 132134 MD 2021 & IBP O.R. No. 133076 MD 2022
PTR O.R. No. 2463255D 1/03/2022 Roll No. 33832 / TIN# 129-871-009
MCLE EXTENSION APRIL 15, 2022 UP TO APRIL 14, 2023 AS PER S.C EN BANC B.M NO. 850
Address: 31-F Harvard St., Cubao, Q.C.

