



September 05, 2022

HON. NATHANIEL G. IMPERIAL
Assistant Secretary
ASPAC - DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay
1300 Metro Manila

THUR : MS. ROWENA SIERRA
T: 632 8834 3232 / 63 917 1122 829
E: aspac2.northeast@dfa.gov.ph / aspac.div2@dfa.gov.ph

EVENT CONTRACT
5th PH – JAPAN VICE MINISTERIAL STRATEGIC DIALOGUE
07 SEPTEMBER 2022

Dear Hon. Imperial,

Thank you for considering Diamond Hotel Philippines to provide banquet accommodation to your guests attending the **5th PH-JAPAN VIBR MINISTERIAL STRATEGIC DIALOGUE** on **September 07, 2022**.

We are pleased to share with you that Diamond Hotel Philippines recently received the prestigious Association of Southeast Asian Nation (ASEAN) MICE Venue Award (for Hotel Setting) for its development, promotion and support of the local MICE industry. This further reinforces our thrust to look after our groups, whether big or small, and help deliver an extraordinary experience during your stay.

Pursuant to the salient provisions of Administrative Order 2021-004, "Updated Guidelines on the Operations of Hotels and Other Accommodation Establishments under a Community Quarantine", Diamond Hotel Philippines has been granted an authority to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine.

Further to our discussion, we are very pleased to submit the following information for your confirmation.

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	Rental Fee
07 Sep 2022	4:00 PM	4:30 PM	Courtesy Call	Leo Room, 27 th Floor	Existing	-	Complimentary
07 Sep 2022	4:30 PM	5:30 PM	Bilateral Meeting	Aquarius Room, 27 th Floor	Special Set up	16	Waived in lieu of meeting package

07 Sep 2022	5:30 PM	7:30 PM	Dinner	Sagittarius Room, 27th Floor	Blocked	16	Waived in lieu of dinner
07 Sep 2022	3:00 PM	7:00 PM	Secretariat	Libra Room, 27th Floor	Blocked	10	Complimentary

- ❖ 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.
- ❖ 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.

ADDITIONAL GUIDELINE 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.

- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ Fully vaccinated guests aged 18 years above are allowed to enter and attend the event and should present their vaccination card upon entry to the hotel premises. No vaccination card, No Entry. In the absence of the vaccination card, a negative RT-PCR test result taken within 48 hours must be presented.
- ❖ Minors & aged below 18 year old are also allowed to enter and attend the event regardless if vaccinated or unvaccinated.
- ❖ All hotel guests are requested to remain indoors throughout the duration of the function.
- ❖ Guests must wear face mask when entering and while inside the facility. "No Mask, No Entry" policy must be applied. Guests may remove face mask only when eating and/or drinking.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ Hygiene packs for guests (Disposable paper towels or antibacterial wipes AND Hand sanitizer
- ❖ Tables must be arranged such that the distance from the back of the chair to the back of another chair shall be more than one (1) meter apart. Guests must face each other from a distance of at least one (1) meter.
- ❖ Housekeeping service will be made available at certain times within the day. In addition, disposal of garbage will be through empty garbage bags provided in the room.
- ❖ Disinfect all surfaces of the equipment before and after every use i.e microphones etc
- ❖ Signage on different health and safety protocol must be displayed in conspicuous areas of the venue.
- ❖ Provide hand sanitizer/disinfectant (70% alcohol or approved hand sanitizer) at the reception area near the entrance. Remind guests to properly disinfect hands prior to entry and before leaving the function room. Signage must be available in conspicuous areas for guest reminders.

- ❖ The government only allows 80% of the capacity for MICE and social gatherings as to date.
- ❖ **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 AND INCLUSIONS

HALF DAY MEETING PACKAGE 2 (4 Course Set)

Minimum of 10 persons

Afternoon Snack

Four Course Set Dinner

Free-flowing coffee or tea

Php 3,562.50 net per person

OTHER MEAL REQUIREMENTS

Packed Dinner

Php 500.00 net

** With free flowing of Coffee or Tea, chilled juices and one round of Soft Drinks during dinner.*

SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS

CORKAGE:

PHP 1.00 per ml for standard brands and PHP 2.50 per ml for premium brands should you wish to bring in bottled wines inside the function room

EQUIPMENT RENTALS

- | | |
|---|---------------------------|
| ◆ DVD Player with TV monitor | Php 5,000.00 net per day |
| ◆ Lapel Microphone | Php 2,150.00 net per day |
| ◆ LCD Projector | Php 10,000.00 net per day |
| ◆ Electricity Charge (for equipment to be brought in) | Php 5,000.00 net per day |
| ◆ Basic Mobile Set-Up | Php 15,000.00 net per day |
| ◆ Videoke / Magic Sing | Php 10,000.00 net per day |

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 System / Tape Deck / CD Player
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Whiteboard with marker and eraser
- ◆ Flipchart stand with 10 pieces of flipchart paper
- ◆ Telephone unit with outside line for local calls



- ◆ Registration table
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ Standard physical arrangement (New Normal)
- ◆ Standard floral arrangement
- ◆ 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.

COMPUTATION OF CHARGES

DATE	PARTICULARS	No. of Person	TOTAL
Sep 7, 2022	Half Day Meeting Package 1 (Set Dinner) at P 3,562.50 net per person	16	P 57,000 net
	Plated / Bento Meal at P 500 net	10	P 5,000 net
BANQUET CHARGES			P 62,000.00 net

TERMS AND CONDITIONS

For accounts with credit line:

Banquet payments will be charged to **DFA** thru Send Bill Arrangement. Purchase Order & Letter of Authorization is required upon signing of the contract to facilitate the Send Bill Arrangement.

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

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



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 Banquets:

Should a client wish to cancel an event with contract signed and paid after the imposition of government restriction on community quarantine, the Hotel will honor cancellation requests with provision to reschedule or convert the total amount as consumable valid within one year from the lifting of government imposed community quarantine. No refund policy applies with contracts signed and paid within the quarantine period

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, government declaration of a state of calamity and/or national emergency, pandemic 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.

OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **06 September 2022**. If we do not get your confirmation by then, we have the option to change your rates and other arrangements, as well as release any space which is being held for you. Upon confirmation, an event order will be issued detailing your arrangements upon final discussion.



We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

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

Very truly yours,

A handwritten signature in black ink, appearing to read 'Myles Eleazar', written over a horizontal line.

Myles Eleazar
Director of Events

CONFORME :

A handwritten signature in blue ink, appearing to read 'Nathaniel G. Imperial', written over a horizontal line.

HON. NATHANIEL G. IMPERIAL
Assistant Secretary
ASPAC - DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay
1300 Metro Manila



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
BAC Resolution No. NTC-236-22

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT
THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF
REAL PROPERTY/VENUE) FOR THE LEASE OF VENUE FOR THE
5TH PHILIPPINES-JAPAN VICE MINISTERIAL STRATEGIC DIALOGUE
ON 07 SEPTEMBER 2022

WHEREAS, the Office of Asian and Pacific Affairs (ASPAC) will conduct the 5th Philippines-Japan Vice-Ministerial Strategic Dialogue on 07 September 2022 and intends to lease a venue;

WHEREAS, the lease of venue for the 5th Philippines-Japan Vice-Ministerial Strategic Dialogue by the ASPAC, with an Approved Budget for the Contract (ABC) in the amount of *Seventy-One Thousand Pesos* (PhP 71,000.00) only, chargeable against ASPAC's FY 2022 MOOE for Representation Expenses Service Expenses, is included in the Department's Annual Procurement Plan (APP) for FY 2022;

WHEREAS, Sec. 53.10 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act of 2003", allows Negotiated Procurement as a mode of procurement for the lease of privately owned real property and venue for official use, subject to the Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Revised IRR of RA 9184;

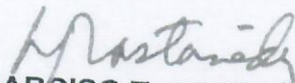
WHEREAS, Annex H(IV)(J) of the 2016 revised IRR allows the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue to be delegated to the End-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC;

WHEREAS, in compliance with Part V, Item D(9)(c)(i)(a), Annex "H" of RA 9184's IRR, requests for quotation were sent to at least three prospective lessors: Sofitel, Conrad Manila, and the Philippine Diamond Hotel & Resort, Inc. (Diamond Hotel Manila);

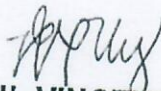
WHEREAS, in response to the solicitation of offers, a single calculated and responsive quotation was received from the **Philippine Diamond Hotel & Resort, Inc. (Diamond Hotel Manila)** in the amount of *Sixty-Two Thousand Pesos* (PhP 62,000.00) only;

NOW, THEREFORE, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of Procuring Entity (HOPE) to resort to Negotiated Procurement (Lease of Real Property/Venue) as the alternative method of procurement for the lease of venue for the 5th Philippines-Japan Vice-Ministerial Strategic Dialogue on 07 September 2022 from the **Philippine Diamond Hotel & Resort, Inc. (Diamond Hotel Manila)**, subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

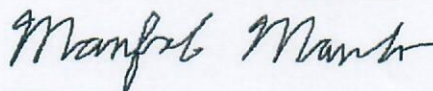
ADOPTED, this 5th day of September 2022, Pasay City.



NARCISO T. CASTAÑEDA
BAC Chairperson



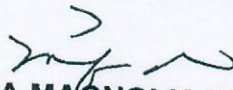
PAUL VINCENT L. UY
BAC Vice-Chairperson



MANFRED NEALE M. MANALO
BAC Member



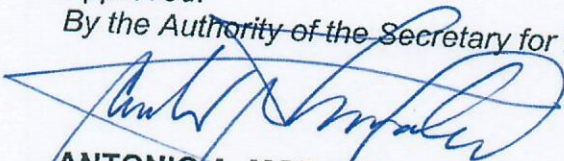
JED ELROY E. RENDOR
BAC Member



MYCA MAGNOLIA M. FISCHER
Representative of the End-user

Approved:

By the Authority of the Secretary for Foreign Affairs:



ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

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

NOTICE OF AWARD

5 September 2022

Sir/Madam:

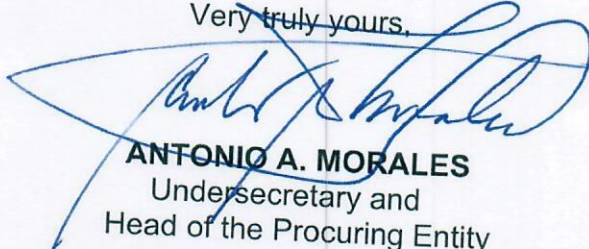
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs (DFA) as contained in its Resolution No. **NTC-236-22**, the Department is awarding the contract on the following project/procurement to your firm, **Philippine Diamond Hotel & Resort, Inc. (Diamond Hotel Manila)**:

Project Title	End-User Unit
LEASE OF VENUE FOR THE 5TH PHILIPPINES-JAPAN VICE MINISTERIAL STRATEGIC DIALOGUE ON 07 SEPTEMBER 2022	ASPAC

The contract has a total cost of *Sixty-Two Thousand Pesos* (PhP 62,000.00) only, including taxes and other lawful charges.

This award and the implementation of the project/procurement are subject to the signing of a contract and compliance with all applicable accounting and auditing rules and regulations.

Very truly yours,



ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity

Diamond Hotel Manila
Roxas Boulevard, Corner Dr. J. Quintos Street,
Ermita Manila

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