

June 01, 2022

Mr. Jaime Victor B. Ledda

Assistant Secretary

Office of European Affairs

Department of Foreign Affairs

2330 Roxas Boulevard, Pasay City

Email: fely.fortaleza@dfa.gov.ph

ROOM AND BANQUET CONTRACT
2022 OEA Team Building:
Workplace Health Promotion, Well-Being and GAD Program

Dear Mr. Ledda,

Greetings from Savoy Hotel Manila!

Thank you for considering the **Savoy Hotel Manila** for the above-mentioned event. With your specific requirements, we have arranged the following:

ROOM ACCOMMODATION

The Hotel shall reserve the following function spaces:

Guaranteed # of RMS	Room Category	CHECK-IN	CHECK-OUT	NO. OF NIGHTS	RATE PER NIGHT/ ROOM	TOTAL RATE
10	Essential 1 Twin	03-Jun-22	04-Jun-22	1	₱3,300.00	₱33,000.00
2	Essential 1 Single Occ	03-Jun-22	04-Jun-22	1	₱3,300.00	₱6,600.00
					Grand Total	₱39,600.00

***TRANSPORTATION**

June 3 - 2 pm (after lunch) to pick up personnel from DFA to Savoy Hotel

3 pm - Savoy Hotel to intramuros

5 pm - Intramuros to Savoy Hotel

June 4 1pm - Savoy Hotel to DFA

TOTAL: Php 18,000.00

GUEST ROOM Inclusions:

- Accommodation in Essential 1
- Complimentary buffet Breakfast
- Complimentary Wi-Fi access

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- GYM use
- Pool use
- Sauna use

FUNCTION ROOM

Number of Pax:	21 persons						
Event:	Dinner and Lunch						
Date:	June 3 and 4, 2022						
Time:	12nn and 7pm						
Venue:	Savoy Café and Connect 2						
Set Up:	Round Table						
Meal/Beverage:	Dinner and Lunch						
	Date	Time	Particulars	Venue	Number of pax	Rate	Total
	June 03, 2022	6:00pm-9:00pm	Dinner Buffet	Savoy Café	21	₱1,000.00	₱21,000.00
	June 04, 2022	8:00am-1:00pm	Lunch Buffet	C2	21	₱1,000.00	₱21,000.00
					Total	₱42,000.00	
TOTAL:	Php 42,000.00NET						

SUMMARY OF CHARGES

ROOM ACCOMMODATION: Php 39,600.00

MEETING ROOM: Php 42,000.00

Transpo: Php 18,000.00

Room and Meeting CONTRACT PRICE: PHP 99,600.00

TRANSPORTATION

Exclusive shuttle service to/from Savoy Hotel Manila to NAIA Airport Terminal 1, 2 and 3. Maximum number of passengers is based on the IATF rules and regulations.

- Sedan (max of 2) – Php1,200 per way
- Van (max of 4) – Php1,800 per way

BILLING AND PAYMENT

- 1) The Hotel should receive a copy of this signed contract.

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- 2) For accounts with credit line and _____ on a SEND BILL ARRANGEMENT, A LETTER OF GUARANTEE/CONFIRMATION/NOTICE OF AWARD is required to guarantee this reservation
- 3) All incidental charges that cannot be covered by the payment or LOA/PO given should be settled right after the function in cash or credit card only.

We accept payment made in cash, company cheque, major credit cards or online payment through a credit card.

Account Name:	SAVOY HOTEL MANILA, INC
Account Number:	006958008264
Bank/Branch:	BDO Newport Branch
Account Name:	SAVOY HOTEL MANILA, INC
Account Number:	001480003648
Bank/Branch:	Union bank Newport Branch

OTHERS & SAFETY POLICY

1. Smoking Area located on the 11th Floor
2. Guest will be required to fill out a health declaration at the entrance in case of contact tracing or scan QR code.
 - Guests who have visible symptoms– a temperature of more than 37.5 degrees Centigrade, or a cough, colds or shortness of breath– shall not be allowed inside and will be advised to proceed to the nearest hospital.
3. Wearing of Facemask are strictly observed.
4. Guest-accessible alcohol sprays are available.
5. A maximum number of allowable persons will also be observed.
6. A one-meter distance between tables and chairs will be implemented.
7. Buffet and self-service areas for food bars, condiments and utensils are not allowed.
8. No beverages of any kind shall be permitted to be brought in the Hotel by the Client or any of the Client's guests, otherwise, a corresponding corkage fee shall apply
9. Please be advised as well the extension on use of function room beyond the given time shall have an additional fee.

CERTIFICATION

Savoy Hotel Manila has been granted the Safety Seal by the Department of Tourism (DOT). This certifies that our hotel continues to comply with the government's health standards.

Savoy Hotel Manila officially received the "Clean and Ready 2021" shield from Diversey, our official partner in safety and sanitation. With a perfect audit score of 98% after intensive training and thorough

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audit in safety and sanitation, we are the 3rd Hotel in the Philippines to be certified as a clean and sanitized property with standard safety protocols in place.

FORCE MAJEURE

- The hotel shall not be responsible to the guests for its failure to abide to this agreement in case of fortuitous event, labour dispute, or conditions beyond this control.
- Cancellation charges shall be waived OR reservation dates can be amended within 1 year from original tour dates but subject to rate adjustment, if any, during new tour dates in the event of any the following unavoidable circumstances prior to guest arrival at the resort:
 - Force Majeure (natural calamity)
 - Sickness, pregnancy, death in the family and medical emergency (medical certificate is required as supporting documents)
 - Labor dispute and political unrest

CONFIDENTIALITY

All rates, terms and conditions herein are deemed CONFIDENTIAL. Any disclosure thereof to any third person(s) or entity shall be in violation of this clause. Management has the option to terminate this contract agreement by giving a thirty (30) day notice and without incurring any liability thereof.

Mr. Ledda, we hope you find the contract satisfactory. We shall be in contact with you within the next 24 hours to review the above details and answer any query you may have.

Again, we are delighted to the opportunity of working with you and wish to assure you of the finest of service and accommodations **Savoy Hotel Manila** can offer you.

To finalize the above contract, kindly affix below your signature and send us a scanned copy via email.

Thank you and we look forward to a fruitful partnership!

Sincerely,



Kimberly Acas
Sales Manager

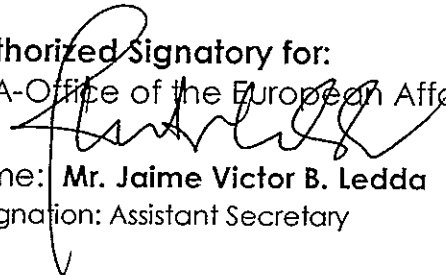
Noted By



Bobbie Frondoza
Director of Sales

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Authorized Signatory for:
DFA-Office of the European Affairs



Name: **Mr. Jaime Victor B. Ledda**
Designation: Assistant Secretary