



UNDERSECRETARY EDUARDO JOSE A. DE VEGA
Office of the Undersecretary for Migrant Workers Affairs
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay City
1300 Metro Manila

Thru : Atty. Chare Marcial
Email : chareloa.marcial@dfa.gov.ph

EVENT CONTRACT
Assistance to Nationals Consultation Services Seminar
November 28 - December 1, 2022
35 rooms

Dear Usec De Vega,

Warm greetings from Diamond Hotel Philippines!

Thank you for choosing Diamond Hotel Philippines to provide guest rooms and banquet accommodation to your guests attending the Assistance to Nationals services Consultation Seminar on November 28- December 1, 2022. Further to our discussion, we are very pleased to submit the following information for your confirmation.

For your information, Diamond Hotel Philippines has been authorized to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine. We are now ready to accept accommodation requirements of non-quarantine and quarantine guests under IATF guidelines.

Further to our discussion, we are very pleased to submit the following information for your confirmation. In view of this, please find below the following arrangements made to make your event successful and memorable.

ACCOMMODATION ARRANGEMENT

A. ROOM RATES (Nov 28 - Dec 01, 2022)

ROOM CATEGORY	ROOM RATE (Single/ Double Occupancy)	28-Nov	29-Nov	30-Nov	1-Dec
		Mon	Tue	Wed	Thu
NON SMOKING DELUXE ROOMS KING (Single)	Php 6,000.00 Nett	36	36	36	0
NON SMOKING DELUXE TWIN ROOM (Double)	Php 6,000.00 Nett	3	3	3	0
Total		39	39	39	0

Please note that there are no rooms blocked for you. The final number of rooms is subject to availability upon confirmation of your final date and arrangements.

Option date : October 28 2022


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The rates and other arrangements specified in this proposal will be valid only until the option date. Should no confirmation be received by then, the hotel has the option to change the rates and other arrangements in this proposal.

- Above rates are inclusive of 10% service charge and other prevailing government taxes
- Room Rates are non commissionable

Inclusions:

- *Complimentary breakfast at Corniche*
- *Welcome amenity*
- *Complimentary sanitation kit*
- *Complimentary Wi-Fi access in the rooms and public areas*
- *International Direct Dialing Facilities*
- *Complimentary two bottles of water daily*
- *Safety deposit box in the room*

House Rules

1. Strict physical distancing measures shall be observed at all times with fellow guests, and hotel staff/employees. Wearing of Face Mask is a must while inside the hotel premises
2. The hotel has no money changing facilities
3. Bringing in of electric cooking equipment and cooking inside the guest room is strictly prohibited.
4. All lifestyle facilities such as the Health Club and Spa, exercise room, massage services, LifeSpan Reflexology, are open at a limited capacity. We are highly encouraging to set an appointment before arrival.
5. Hotel's operator assistance will only be available from 8:00 a.m. to 12:00 m.n. In case of emergency, guests may dial 1154 and the Hotel's Security Officer will assist them accordingly.

ADDITIONAL GUIDELINES 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.

Arrival Experience

- Guest to wear face mask prior to entry. Vaccination Certification / ID is strictly required upon check in
- Sanitizing foot mat and wash areas are placed in all entrance and exit areas of the hotel
- Temperature thermal scanning and screening of all guests for fever or flu-like symptoms and coughing will be conducted
- Sanitation of luggage is required
- Hand sanitizer dispensers available at the lobby and public areas
- Guest must complete the DOH Health Screening Form and present upon check-in
- Observe social distancing

Enhanced Check-in and Check-out

- Remind guests on social distancing and to follow floor markers available
- All staffs wearing face shields, face masks and gloves
- No showing of guest room shall be done upon check in
- Online registration card will be practiced as we adopt a contactless system
- Social distancing of 6 ft. will be strictly implemented
- Key cards and pens are ensured to be sanitized and disinfected upon issuance to the guest


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- Social distancing will be observed inside elevators. Only four (4) persons are allowed at a certain time.

Guestrooms

- All guest rooms undergo thorough disinfecting and sanitizing prior guest arrival
- High-touch surfaces are given special attention with stringent disinfection
- Complimentary sanitation kit is now part of room amenity
- Bathrobes are available upon request
- Hygienically laundered fresh linens available
- Clean laundry is hygienically packed during your stay

RESERVATION PROCEDURE

1. For purposes of tracking, the procedure/means of reservation shall be coursed thru Reservations; rooming list must be in at least two (2) weeks before the arrival date.
2. Check-in time is at 14:00H. All request for early check-in before 14:00H will be levied a surcharge fee. Non-payment of the surcharge fee will be subject to space availability.
3. Any request for check-out beyond 12:00H will be subject to space availability and late check-out charges to apply.

OTHER SERVICES OFFERED:

One way airport transfer

Toyota Vios	Php1, 800.00 net/way/car
Van	Php3, 300.00 net/way/van

Hotel Transportation and Valet Parking:

- Valet parking is not allowed
- Guest will be required to wear mask before entering the vehicle
- Sanitation kit will be available inside the vehicle
- Plastic bag will be available for proper disposal of trash
- Establish social distancing and passenger limit guidelines:
 - Car: No passenger beside the driver. Two (2) passengers at the back row, one seat apart.
 - Vans: Only two (2) passengers per row are allowed.
- Vehicles are ensured to be sanitized and disinfected after every use

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
Nov 28,2022	8:00am	5:00pm	Meeting	Ruby Room, 2nd Floor	Classroom	75	Waived in lieu of meeting package
Nov 28,2022	8:00am	5:00pm	Secretariat	Opal Room, 2nd Floor	TBA	--	Complimentary
Nov 28,2022	8:00am	5:00pm	Break Out	Onyx-Jade Rooms, 2nd Floor	TBA	--	Php 25,000 net
Nov 28,2022	7:00pm	10:00pm	Dinner	Amethyst Room, 2 nd Floor	Rounds	75	Waived in lieu of dinner


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Nov 29,2022	8:00am	5:00pm	Meeting	Ruby Room, 2nd Floor	Classroom	75	Waived in lieu of meeting package
Nov 29,2022	8:00am	5:00pm	Secretariat	Opal Room, 2nd Floor	TBA	--	Complimentary
Nov 29,2022	8:00am	5:00pm	Break Out	Onyx-Jade Rooms, 2nd Floor	TBA	--	Php 25,000 net
Nov 29,2022	7:00pm	10:00pm	Dinner	Libra-Capricorn Rooms, 27 th Floor	Rounds	75	Waived in lieu of dinner
Nov 30,2022	8:00am	5:00pm	Meeting	Ruby Room, 2nd Floor	Classroom	75	Waived in lieu of meeting package
Nov 30,2022	8:00am	5:00pm	Secretariat	Opal Room, 2nd Floor	TBA	--	Complimentary
Nov 30,2022	8:00am	5:00pm	Break Out	Onyx-Jade Rooms, 2nd Floor	TBA	--	Php 25,000 net
Nov 30,2022	7:00pm	10:00pm	Dinner	Libra-Capricorn Rooms,27 th Floor	Rounds	75	Waived in lieu of dinner
Dec 1,2022	8:00am	5:00pm	Meeting	Ruby Room, 2nd Floor	Classroom	75	Waived in lieu of meeting package
Dec 1,2022	8:00am	5:00pm	Secretariat	Opal Room, 2nd Floor	TBA	--	Complimentary
Dec 1,2022	8:00am	5:00pm	Break Out	Onyx-Jade Rooms, 2nd Floor	TBA	--	Php 25,000 net

- ✧ We have blocked a portion of the venue for your event. It is likely that the other venue may still be used for another event. Should you need exclusivity; the Hotel can offer the neighboring venue with corresponding charges.
- ✧ 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.
- ✧ Food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rentals fee shall apply.
- ✧ 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 GUIDELINES CONCERNING COVID-19

- ✧ 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.
- ✧ 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.


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- ❖ Attendees will be provided with an individually packaged hygiene packs with mask and bottle of alcohol to be replenished daily. Hand sanitizer dispensers will also be provided.
- ❖ 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.

WHOLE DAY MEETING PACKAGE 2

Php 2,200.00 net per person

(Minimum of 50 persons)

Morning Snack

Classic Buffet Menu with one round of standard drink

Afternoon Snack

Free-flowing coffee or tea

OTHER MEAL RATES

PLATED/SET MEAL (min. of 10 persons)

Three-Course Set Meal

Php 2,200.00 net per person

Four-Course Set Meal (PORK or CHICKEN Main Course)

Php 2,500.00 net per person

Four-Course Set Meal (FISH or BEEF Main Course)

Php 2,800.00 net per person

BUFFET MEAL (min. of 40 persons)

Classic Buffet Meal

Php 2,500.00 net per person

International Buffet Meal

Php 2,800.00 net per person

Themed Buffet Meal

Php 3,000.00 net per person

** Set/ Buffet Lunch comes with Free-flowing coffee or tea and one round of either soft drink or iced tea*

** Set/ Buffet Dinner comes with Free-flowing coffee or tea and one round of either soft drink or iced tea*

** Above rates are inclusive of applicable government taxes and service charge*

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at **Php 180 net/glass**

2. Open bar package available upon request

EQUIPMENT RENTALS

◆ DVD Player with TV monitor

Php 5,000.00 net per day

◆ Lapel Microphone

Php 2,150.00 net per day

◆ Electricity Charge (for equipment to be brought in)

Php 5,000.00 net per day (waived)

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
- ◆ Free WIFI Connection
- ◆ Flipcharts with pens
- ◆ Pads / Pens / Mints
- ◆ LCD Projector with Screen
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay


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- ◆ Podium / Rostrum with microphone
- ◆ 5-7 Wired/Wireless Microphones
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ 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

ROOMS

DATE	PARTICULARS	TOTAL
November 28- December 1, 2022	36 Deluxe Single Rooms x Php 6,000.00 x 3 Nights	P648,000.00 net
November 28- December 1, 2022	3 Deluxe Twin Rooms x Php 6,000.00 x 3 Nights	P54,000.00 net
Total		P702,000.00 net

DATE	PARTICULARS	TOTAL
28 Nov 2022	Meeting Package at Php 2,200 net per person x 75 pax	Php 165,000.00 net
	Break Out Room Fee at P 25,000 net	Php 25,000.00 net
	Dinner Buffet at Php 3,000 net per person x 75 pax	Php 225,000 net
29 Nov 2022	Meeting Package at Php 2,200 net per person x 75 pax	Php 165,000.00 net
	Break Out Room Fee at P 25,000 net	Php 25,000.00 net
	Dinner Buffet at Php 3,000 net per person x 75 pax	Php 225,000 net
30 Nov 2022	Meeting Package at Php 2,200 net per person x 75 pax	Php 165,000.00 net
	Break Out Room Fee at P 25,000 net	Php 25,000.00 net
	Dinner Buffet at Php 3,000 net per person x 75 pax	Php 225,000 net
01 Dec 2022	Meeting Package at Php 2,200 net per person x 75 pax	Php 165,000.00 net
	Break Out Room Fee at P 25,000 net	Php 25,000.00 net
BANQUET TOTAL CHARGES		PHP 1,435,000.00 net

GRAND TOTAL : Php 2,137,000.00

TERMS AND CONDITIONS

For accounts with credit line:

Room and Banquet payments will be charged to DEPARTMENT OF FOREIGN AFFAIRS thru Send Bill Arrangement. Certificate of Availability of fund is required upon signing of the contract to facilitate the Send Bill Arrangement.


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

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

OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **Oct 28, 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.

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

For Rooms: It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations or no shows pertaining to the said event not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights per day to **Department of Foreign Affairs**. The Organizer agrees to pay the Hotel a cancellation fee of one hundred percent (100%) of the Daily Room Rate of all the Guest Rooms held under the Room Block.

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 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.

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.

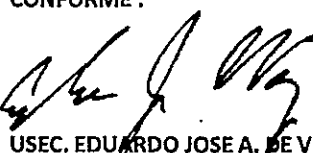
We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.

Very truly yours,


MYLES D. ELEAZAR
Director of Events


DEXTER PANGAN
Business Development Manager

CONFORME :


USEC. EDUARDO JOSE A. DE VEGA
UNDERSECRETARY

25 November 2022