

THE MANILA HOTEL

Assistant Secretary Kira Christianne D. Azucena
 Department of Foreign Affairs
 Mobile Number: 0917 163 6463
 Email Address: johnjiao@dfa.gov.ph

RE: **CONTRACT**
September 28, 2022

Dear Assistant Sec. Azucena,

Mabuhay!

Thank you for your interest in The Manila Hotel – the iconic heritage hotel in the Philippines.

We are delighted that you are considering our hotel as the venue for the **Department of Foreign Affairs**. We provide an excellent space for such events, and offer our rich heritage, culture and distinct hospitality with it.

As per your specific requirements, we have outlined the following proposal for your consideration:

EVENT SPACE REQUIREMENTS:

The Hotel shall reserve the following function space upon receipt of your confirmation.

Date/Day	Time	Activity	Venue/setup	# of Pax	Rate	Total
29 Sept. 2022	11:30am- 12:30pm	Meeting	Sampaguita Hall BC	12	Coffee/ tea package P10,000nett	
	12:00nn- 1:00pm	Lunch Set	Sampaguita Hall A	12	Php 4,500nett/pax	PHP 54,000NETT
		Perrier Water		24	Php 350nett/bottle	PHP 8,400NETT
		Bottle water		24	Php 133. 92nett/ bottle	PHP 3,214.08NETT

THE MANILA HOTEL

29 Sept. 2022	6:00am- onwards	Secretariat Room/ Crew Meal	Acacia	44	Php 350nett/pax (Crew Meal)	PHP 15,400NETT
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TOTAL : PHP 91,014.08NETT

BEVERAGE:

1. Standard Drinks (Iced tea, chilled juices, soft drinks) offered at **Php150net/glass**.
2. Sparkling water (Perrier) at **P350net/ glass**

**** All orders on per consumption basis, charge to DFA.**

INCLUSIVE OF THE FOLLOWING:

- Meeting room & meal venue
- Boardroom set up for 12pax using white raffia table cloth
- Pre set Perrier bottle for the bilateral set up at Sampaguita hall BC
- Well trained waiter and butler for the VVIP guest
- Free flowing of coffee or hot tea
- (2) sets of Philippine & Saudi Flag
- Rostrum / Podium
- Basic Sound System (two wired Microphones, CD Player, Speakers)
- VIP flower arrangements for the board room set up
- Namecards/Placecards for VIP Tables
- Wi-Fi connection (shared with other guests)

Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative event space suitable for your requirements should the expected attendance changes

***Above rates are inclusive of 10% Service charge and applicable government taxes.**

***The Hotel requires your final menu option for the event (2) weeks before the event. Our Chef will be happy to assist you in this regard.**

***A decrease in the number of guaranteed guests will be allowed no less than five days before the event.**

***The Hotel will provide 10% or 50 covers (whichever is lower) buffer based on the guaranteed number of guests in the event of an overflow.**

***The Hotel will allow an increase in the guaranteed number of guests at the same rate no less than four days before the event. A surcharge of 15% of the agreed rate will be imposed should the number of guaranteed guests be increased after the cut-off.**

FUNCTION ROOM:

1. The maximum capacity of Sampaguita hall A-C is 50 persons based on the round table setup.
2. Standard ingress is three hours before the event. A request for early ingree is subject to availability and corresponding charges will apply.
3. The Hotel waives any rental fee based on the agreement. Extending the number of hours of the event is subject to availability and corresponding charges will be applied per hour. A fraction of an hour is considered one hour.

THE MANILA HOTEL

4. The Hotel waives any rental fee based on the agreement. Should the event exceed the number of hours in the agreement, P10,000 net/hour will apply . A fraction of an hour is considered one hour.

BILLING/CONFIRMATION ARRANGEMENTS:

1. The Hotel requires **LOA and CAF on or before September 28, 2022/ Wed.**
2. Final actual bill for send bill arrangement, to be settled within 20 calendar days upon the receipt of the final SOA.

TERMS AND CONDITIONS:

By signing and returning this contract on or before **September 28, 2022**, this agreement will constitute a binding contract between **THE MANILA HOTEL** and **DEPARTMENT OF FOREIGN AFFAIRS**. The individuals whose signatures are affixed below, are hereby authorized to bind his or her party to this agreement. In the event that a duly signed copy of this agreement is not received by the Hotel on the specified date above, all function spaces referred herein will be released automatically without further notice, and neither party will have any obligation under this agreement.

NOTE: Only fully vaccinated guests are allowed inside the hotel

ENTRANCE AND EXIT DOORS:

All Entrance and Exit Doors of the function rooms should not, at any point, be covered/ obstructed by the lay-out, set up, equipment and/or any materials/props of the organizer for safety and security reasons.

The Hotel has the right to take-out and break down anything that will obstruct the free passage of guests in case of emergency.

MEALS FROM OUTSIDE THE HOTEL

To maintain the highest quality standard of hygiene and sanitation of the Hotel, as well as for the safety and well-being of all guests, event attendees, contractors and suppliers of the event organizers, it is prohibited to bring in any food and beverage and all other consumable items, apart from those provided by the Hotel.

As support to the event organizers, a minimal fee of **P350net/pax** for crew meal shall be made available for the contractors and crew of organizers.

PARKING:

Flat Rates are available at Php150 net for the whole duration.

SECURITY:

The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. Full inspection for all guests will be strictly implemented from vehicle to our security scanner upon lobby entrance. We encourage all guests to secure their belongings within the vicinity. The Hotel, shall in no instance, be held liable for any loss or damage of such items or personal belongings.

THE MANILA HOTEL

FORCE MAJEURE:

Manila Hotel is not liable or responsible for any failure to perform, or delay in performance of any of the Hotel's obligation under this Agreement that is caused by events beyond Hotel's reasonable control ("Force Majeure Event") in particular (without limitation) such as:

- (a) Unavailability of public or private telecommunication networks
- (b) Acts, decrees, legislation, regulations or restrictions of any government or
- (c) Strikes, lock-outs or other industrial action, civil commotion, riot, invasion, terrorist attacks or threats of terrorists, war (whether declared or not) or any natural disaster.

Manila Hotel's performance under this Agreement is deemed to be suspended for the period that Force Majeure Event continues, and the Hotel will have an extension of time for performance for the duration of that period.

CANCELLATION CLAUSE:

Confirmation deposit is non refundable in favor of the Hotel.

If the function is cancelled within one (1) month before the scheduled date, all other deposits will automatically be forfeited in favor of the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

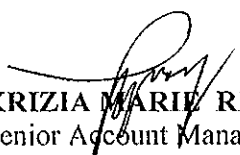
POSTPONEMENT CLAUSE:

If notice of postponement is made less than five (5) months prior to the function, the same result to forfeiture of the amount deposit to the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

We hope that our contract merits your approval. Should you have further queries, please do not hesitate to call the undersigned at 527-0011 local 1275.

FOR AND ON BEHALF OF
THE MANILA HOTEL


KRIZIA MARIE REYES
Senior Account Manager

CONFORME:
DEPARTMENT OF FOREIGN AFFAIRS


Assistant Secretary Kira Christianne D. Azucena

THE MANILA HOTEL

MENU FOR THE PRINCE:

MIDDLE EASTERN STYLE MEZZE

Hommus, Mutabal, Parsley Salad, Pickles

Yogurt Cucumber, Non Gluten Keto Naan Bread

CREAM OF SAYOTE SOUP

In Buco Shell

TANDOORI VEGETARIAN SURPRISE

Salads, Papadum, Chutney

VEGETARIAN BIRYANI

Vegetables Protein in Tomato Cream Sauce

Vegetables Pakora

TROPICAL FRUIT PLATTER

FRIED HALO HALO ROLL

(Coconut Flour Wrapper)

Ube Ice Cream

Macarons

COFFEE OR TEA

MENU FOR THE REGULAR GUESTS:

MIDDLE EASTERN STYLE MEZZE

(Hommus, Mutabal, Tabouleh, Vine Leaves

Pickles, Vegetable Samosa, Naan Bread)

CHICKEN SOUP BINAKOL

In Buco Shell

LAPU-LAPU HARA & TANDOORI LOBSTER TAIL

Salad, Papadum, Chutney

CHICKEN INASAL & LAMB CHOPS

Vegetables Biryani, Raita

TROPICAL FRUIT PLATTER

FRIED HALO HALO ROLL

Ube Ice Cream

Macarons

COFFEE OR TEA



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE TO PROCEED

28 September 2022

Sir/Madam:

Please be informed that pursuant to the Notice of Award dated 28 September 2022, signed by the Undersecretary and Head of the Procuring Entity, the **The Manila Hotel Corp/Manila Hotel Corporation** is hereby given this Notice to Proceed with the implementation of the contract on the following project/procurement:

Project Title	End-User Unit
LEASE OF VENUE (INCLUSIVE OF MEALS) FOR THE OFFICIAL VISIT OF SAUDI FOREIGN MINISTER ON 29 SEPTEMBER 2022	OMEAA

The contract has a total cost of *Ninety-One Thousand Fourteen Pesos and Eight Centavos (PhP 91,014.08)* only, including taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Very truly yours,


ENRIQUE A. MANALO

Secretary for Foreign Affairs
and Head of the Procuring Entity

The Manila Hotel Corp/Manila Hotel Corporation
1 Rizal Park, Ermita Manila

Received by:
GMA
10 Jan 23