



17 January 2023

MR. JOSE VICTOR CHAN-GONZAGA
Assistant Secretary
Office of American Affairs
DEPARTMENT OF FOREIGN AFFAIRS

THRU : MS. WILMA BAUTISTA
Email: wilmina.bautista@dfa.gov.ph

EVENT CONTRACT
10TH BILATERAL STRATEGIC DIALOGUE (BSD)
JAN 18-21, 2023

Dear Mr. Chan-Gonzaga,

Thank you for choosing Diamond Hotel Philippines to provide room and banquet accommodation to your guests attending the 10th BILATERAL STRATEGIC DIALOGUE on 18-21 JANUARY 2023. 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.

I. ACCOMMODATION ARRANGEMENT

A. ROOM RATES (January 18- 21, 2022)
4 Single / 6 Twin

Room Type	Single/Double Occupancy
Deluxe Rooms	Php 6,500.00 Nett
Premier Rooms	Php 8,000.00 Nett
Executive Suite	Php 16,000.00 Nett

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 : January 17, 2023

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



- 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.
2. Any request for check-out beyond 12:00H will be subject to space availability and late check-out charges to apply.

Diamond Hotel Philippines will only set up mini bar items at Premier and Diamond club floors Twenty Second to Twenty Six (22nd – 26th) while the Deluxe category rooms will be on a default pull out mini bar set up. Mini Bar set up requests should be done at least Two (2) days prior to the arrival of your quests.

As part of our Going Green initiative, we will be completely cleaning guest rooms, including changing of linen and vacuuming starting on the fourth (4th) day of stay. Trash collection, replenishment of amenities and soiled towels shall be done daily.

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:
 - o Car: No passenger beside the driver. Two (2) passengers at the back row, one seat apart.
 - o Vans: Only two (2) passengers per row are allowed.
- Vehicles are ensured to be sanitized and disinfected after every use



FUNCTION ROOM BLOCKING

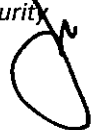
We are pleased to be reserving the following rooms according to your inquiry requirements.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
19 Jan 2023	0800H	1700H	Meeting	North-Center Ballroom, Upper Lobby	Special	80	Waived in lieu of Meeting Package
19 Jan 2023	0800H	1700H	Secretariat	South Ballroom, Upper Lobby	Special	--	Complimentary
20 Jan 2023	0800H	1700H	Meeting	North-Center Ballroom, Upper Lobby	Special	100	Waived in lieu of Meeting Package
20 Jan 2023	0800H	1700H	Secretariat	South Ballroom, Upper Lobby	Special	--	Complimentary

- 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.
- Should the booking is made from 8am to 5pm, the hotel has the right to offer the space to other groups for a dinner event.
- Should the booking is made from 7pm to 11pm, the hotel has the right to offer the space to other groups for a morning event until 5pm only to provide your booking 2 hours standard ingress schedule.
- 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.
- If the event will increase the number of guarantee one day before the event, the Hotel will automatically incorporate 15% surcharge on top of the agreed rate.
- Please advise us on or before your cut-off date. Unconfirmed reservation on that date would mean automatic cancellation of the said reservation.

ADDITIONAL GUIDELINE CONCERNING COVID – 19

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- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ 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

WHOLE DAY MEETING PACKAGE 1 **Php 1,800.00 net per person**
(Minimum of 15 persons)
 Morning Snack
 Classic Set Lunch with 1 round
 Afternoon Snack
 Free-flowing coffee or tea

WHOLE DAY MEETING PACKAGE 2 **Php 2,000.00 net per person**
(Minimum of 50 persons)
 Morning Snack
 Classic Buffet Lunch with 1 round
 Afternoon Snack
 Free-flowing coffee or tea

** Meal comes with Free-flowing coffee or tea and one round of either soft drinks or Lemon Iced Tea during lunch*

OTHER MEAL RATES :

SNACKS
 3 Items Snacks with Free flowing of coffee / Tea Php 1,200 net per person

SPECIAL BENTO LUNCH / DINNER Php 1,000.00 net per person

** Meal comes with Free-flowing coffee or tea and one round of either soft drinks or Lemon Iced Tea during dinner*

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php 200 net/glass
2. Open bar package available upon request

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 (7500 ansi lumens) 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 20,000.00 net per day
- ◆ Videoke / Magic Sing Php 10,000.00 net per day
- ◆ 6 Conference Mics Php 3,000.00 net per piece



DH
DIAMOND HOTEL
 PHILIPPINES

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
- ◆ Provision of Stage
- ◆ Pads/Pens/Mints
- ◆ Flip Charts with Pens
- ◆ Whiteboard with Markers
- ◆ Podium / Rostrum with microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Standard physical arrangement
- ◆ 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	Rate No. of Persons	Total
Jan 18 - 21, 2022	Php 6,500.00 net x 10 Deluxe King/ Twin Rooms x 3 Nights	Php 195,000.00 Nett
	ROOMS TOTAL	Php 195,000.00 Nett

DATE	PARTICULARS	No. of Person	TOTAL
Jan 19, 2023	Whole Day Meeting 1 at P1,800 net per person	80	P 144,000 net
	Plated Lunch for the Secretariat at P 850 net per person	20	P 17,000 net
	Plated Dinner for the Secretariat at P 850 net per person	20	P 17,000 net
Jan 20, 2023	AM Snack Meeting 1 at P 1,000 net per person	60	P 60,000 net
	PM Snack Meeting 1 at P 1,000 net per person	100	P 100,000 net
	Plated Lunch for the Secretariat at P 850 net per person	30	P 25,500 net
BANQUETS TOTAL			Php 412,000 net
GRAND TOTAL CHARGES (ROOMS & EVENTS)			Php 558,500.00 net

TERMS AND CONDITIONS

For accounts with credit line:

Room and Banquet payments will be charged to **DEPARTMENT OF FOREIGN AFFAIRS** 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)
610-3-610-003347 (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

OPTION DATE

The rates, concessions and arrangements specified in this contract will be valid until **17 January 2023**. 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 **DFA**.

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
DIAMOND HOTEL PHILIPPINES

CONFORME :



MR. JOSE VICTOR CHAN-GONZAGA
Assistant Secretary
DEPARTMENT OF FOREIGN AFFAIRS


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