

December 11, 2024

EVENT CONTRACT

Greetings from Marquis Catering! Thank you for considering our food and catering services for your very special day.

Please find below details and conditions for your review and signature.

Company Name: Department of Foreign Affairs
Company Address: 2330 Roxas Boulevard, Pasay City, Metro Manila, Philippines
TIN:

Event Title: 2024 DFA Year-End Assembly Reception
Type of Food / Service: Heavy Cocktail Buffet
Guaranteed Number of Pax: 1500 Pax
Event Date: December 13, 2024
Event Time: 2:00 - 5:00 PM
Venue: DFA Main Building Lobby, Roxas Boulevard, Pasay City (Bulwagang Apolinario Mabini)

Contact Person: Dada Aromin
Contact Number: 09175700361
Email Address: hrmo.praise@dfa.gov.ph

Package Rate:	Php 892,857.14 Heavy Cocktail Buffet at Php 595.24+/ pax
VAT:	Php 107,142.86
Total Payable Amount:	Php 1,000,000.00 One Million Pesos Only

CATERING INCLUSIONS:

- Tablewares, Glasswares, And Cutleries
- Cocktail Tables ((Caterer Will Recommend Number Of Tables During Ocular)
- Dining Setup (Caterer Will Recommend Number Of Tables During Ocular)
- Basic Styling Of The Buffet Area
- 1 Two-Way Managed Buffet For VIPs
- 2 Two-Way Managed Buffet For Employees And Guest

COCKTAIL BUFFET - 1500 PAX (FINAL MENU TBD)

Salad (Choose one)

- Caesar Salad with Marinated Chicken, Lettuce, *Cherry Tomato, Croutons, Parmeggiano Shavings*
- Peach Mozzarella Salad With Citrus Vinaigrette, *Mozzarella, Peach, Prosciutto, Sundried Tomato, Candied Walnut*
- / • **Harvest Salad With Cinnamon Dressing, Pumpkin, Apple, Cranberry Dried, Cashew Nuts**

Pasta (Choose two)

- / • **Penne Pasta with Creamed Smoked Salmon and Zucchini**
- Penne Pasta in Puttanesca Sauce
- Linguine Hand Pounded Basil Pistou
- Cylinder Shaped Pasta with Creamed Pomodoro Piccante, Mozzarella and Basil
- Penne Pasta with Onion Cream Sauce, Bacon and Parmesan Cheese
- **Cylinder Shape Pasta Telefono**
- / • **Linguine Pasta with Creamy Chicken and Vegetables**

Canapes (Choose four)

- / • **Spinach Mushroom Quiche**
- Bacon and Onion Quiche
- / • **Vegetable Arancini with Pomodoro Piccante**
- / • **Croquetas de Jamon**
- / • **Ilonggo Chorizo with Kesong Puti Tart**
- Mushroom Duxelle Tart
- Pate de Fegato on Crostini

Petit Desserts (Choose two)

- **Sous Vide Carrot Cake**
- / • **Banana Cake with Belgian Chocolate and Roasted Nuts**
- Cinnamon Swirl
- **Blueberry Burnt Cheesecake**
- Mango Tartlets
- **Chocolate Éclair with Custard Cream**
- Chocolate Muffin / Blueberry Muffin

Beverage

- Soft Drinks (Coke, Coke Zero, Royal or Sprite)
- Fruit Juice (Orange, Cucumber Lemonade or Lemon Iced Tea)
- Coffee
- Hot Tea

MARQUIS GRAZING TABLE - (VIP ONLY, good fo 100 pax)

<p>ASSORTED CHEESE</p> <ul style="list-style-type: none"> English and French Cheese <p>COLD CUTS</p> <ul style="list-style-type: none"> Smoke Turkey Ham, Pastrami Beef, *Salami Milano *Prosciutto Ham, Mushroom Lyoner (*Pork, will replace with other cold cuts) <p>FRESH FRUITS</p> <ul style="list-style-type: none"> Strawberry, Watermelon, Pineapple Orange, Red and Green Grapes Green and Black Olives 	<p>STONE BAKED ARTISAN BREADS AND CRACKERS</p> <ul style="list-style-type: none"> Plain and Multi- Grain Crackers Nachos French Baguette, Whole Wheat Bread <p>DIPS AND SPREADS</p> <ul style="list-style-type: none"> Chicken Liver Pate , Spinach Pecorino Garlic Chive Mousse , Cheese Sauce Honey <p>NUTS, DRIED FRUITS AND CHOCOLATES</p> <ul style="list-style-type: none"> Almonds, Pistachio, Dried Apricot
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TERMS & CONDITIONS:

- The rates quoted are inclusive of 12% VAT and are valid for this event only.
- Should you wish to proceed with the arrangements, a reservation fee and signed copy of this event contract are required to guarantee the booking.
- Any changes in the conforme must be in a form of e-mail. Marquis will send an Addendum.
- Charges will be based on the minimum guaranteed number or the actual number, whichever is higher. Increase in the number of the guaranteed number will be allowed two (2) days prior to actual function date.

FOOD AND BEVERAGE CONDITIONS:

- Menu requirements are to be followed as discussed and agreed upon with the client. A guarantee of 5% for Plated Service and 10% for Buffet in excess of the total number of guest count for food will be available. In the event the 5% buffer for plated service is consumed, the client must pay the additional number of plates served during the event.
- It is Marquis Catering Policy to remove and discard any leftover food after the event. This is due to the health and safety of the client and its guests, as food being served and openly exposed after several hours cannot be guaranteed safe to be consumed later. Any uneaten or unconsumed food may be given to the client upon request provided that the client will acknowledge and sign the food waiver except for food which contains dairy, cream and eggs. The client will take full responsibility and liability for the result .
- Any losses/breakages incurred during the said event will be charged to the client accordingly. Marquis Catering will base the amount on the purchase price of the equipment.

TRANSFER OF RISKS:

- Marquis Catering Corporation and EY GDS (CS) Philippines, Inc. agree that this proposal shall be read along with the terms and conditions which are a part of the purchase order to be issued by EY. In the event of any conflict between the terms of this proposal and the purchase order terms and conditions, the parties agree that the EY purchase order terms and conditions shall prevail.

- In the case of Goods to be delivered at the client's premises the risk shall pass to the client at that time when Marquis Events Place notifies the client that the Goods delivered are free of hygienically packed, of good quality, reliable and fit for consumption.

BILLING ARRANGEMENT:

- If the reservation is made less than three (3) months before the event, then the full amount should be paid upon the signing of the contract.
- All late payments shall be subject to penalty charge at the rate of three (3%) per month or fraction thereof, or equivalent to the maximum prevailing interest rate set by law, whichever is higher.
- Excess charges are to be settled immediately right after the function in the form of cash or credit card only.
- Two (2) original signed copies of Certificate of Withholding Tax Form 2307 have to be submitted together with the full payment. If this is not submitted at the latest one (1) week after the event, the Expanded Withholding Tax due will be automatically charged on top of the total bill.

PAYMENT TERM

- Send Bill arrangement based on government terms.
- Payment shall be made within thirty (30) working days upon the Caterer's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).

The deposit can also be sent to us by wire transfer to the following account:

Bank Details:

Account name: The Marquis Events Venue BGC Inc
 Account no.: 411-7-41151138-0
 Type of account: Peso Checking Account
 Bank name: Metropolitan Bank and Trust Company (MBTC) Fort-TFT Branch
 Bank address: 7th Ave. cor 32nd St. BGC Taguig
 Swift code: MBTCPHMM

CANCELLATION POLICY

The deposit and any payments made are non-refundable.

Should the CLIENT decide to cancel its confirmed booking due to personal reasons, a cancellation notice must be put into writing and received by Marquis. Client shall pay the following percentages of the contract amount:

TIME OF CANCELLATION	PAYMENT DUE
One Hundred Eighty (180) calendar days or more prior to the event	50% of Contract Amount
Less than One Hundred Eighty (180) days but more than Ninety	75% of Contract Amount

Ninety (90) calendar days or less prior to the event date	100% of Contract Amount
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All amounts not paid on time shall be subject to interest at the rate of three percent (3%) per month or fraction thereof and liquidated damages for ten (10%) of the unpaid amount.

Cancellation due to Pandemic/Government declared lockdown or IATF guideline announcement

In case of government mandated lockdowns due to pandemic, epidemic or disease or IATF guidelines announcement to alert level 3 and the client decides to cancel the event, Marquis should be notified in writing at least fifteen (15) days before the scheduled event. The client may reschedule the event within 6 months from the notice of cancellation of event, subject to space availability. Should the client decide not to reschedule the event but to cancel the event, the amount paid is NON-REFUNDABLE. However, the client may choose/avail any of the following options within six (6) months:

- i. Convert the amount paid to Marquis Fave Meals/ Platters
- ii. Avail of Marquis Outside Catering Services

FORCE MAJEURE

The company shall not be liable for acts of God and force majeure like conflagration, earthquake, flood, typhoon (signal 3 and above), war, rebellion, pandemic, epidemic and similar calamities/upheavals in the event that the company could not perform its obligation in this agreement due to occurrence thereof. Food already cooked but undelivered to the client or got spoiled due to the occurrence of the foregoing incidents shall nevertheless entitle the company to collect from the client the full contract price without prejudice to the right of the client to avail of the said food if he/she desires in its present condition.

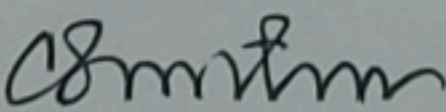

Event should be rescheduled within the month of the original event. The contract amount will be revised to reflect any charges that were incurred (e.g. food prepared, flowers, labor cost, set-up and transportation cost) due to last minute cancellation. The rescheduled date is subject to availability. If the event is not rescheduled within thirty (30) days, the deposits and payments made will be forfeited.

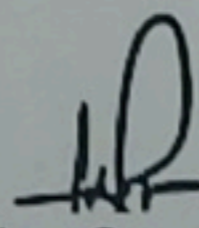
We hope you find the above agreement fits your initial requirement. Should you need any further assistance or clarification, please feel free to contact the undersigned thru email at angeline.cuaman@marquis.ph.

All parties are authorized and agree to the terms of this conforme.

ACCEPTED AND SIGNED:

FOR AND IN BEHALF OF:


Mr. Christopher B. Montero
Assistant Secretary, HRMO
Department of Foreign Affairs 


Angeline Cuaman
Catering Sales Manager - Corporate &
Socials
Marquis Catering Corporation

