



**CONTRACT OF SERVICES**

This contract agreement is entered this 18<sup>th</sup> day of July 2024 into by and between **CITYSTATE ASTURIAS HOTEL** with office address located at South National Highway, Tinguiban Heights, Puerto Princesa City, Palawan referred to as the **HOTEL** and **DEPARTMENT OF FOREIGN AFFAIRS (DFA)** referred to as the **CLIENT**, contract details are as follows;

- A. **Name of Function** : DFA Consular Office Puerto Princesa Team Building Activity
- B. **Date of Function** : AUGUST 3 - 4, 2024 **Time of Function:** AS STATED
- C. **Venue** : PESCADOS
- D. **Guar. No. of Pax** : 23 PERSON **Expected** : 23PAX
- E. **Package Menu** : AS STATED **Menu Rate** : AS STATED
- F. **Service Style** : PLATED SNACKS & ASSTD BUFFET MEAL **Service Time** : AS STATED
- G. **Type of Menu/s** : AS STATED
- H. **Room Accommodation & Function Room Requirements:**

DATES	PARTICULARS	NO. OF DAY/NIGHTS	NO. OF PAX/ROOM
August 3 – 4, 2024	ROOM ACCOMMODATION	1 NIGHT	23PAX
August 3, 2024	FULL BOARD MEALS & DRINKS	1 DAY	23PAX
August 4, 2024	AM SNACKS	1/2DAY	23PAX

**ROOM INCLUSIONS:**

- ✔ Room Accommodation; equipped with air conditioning system, cable TV, bathroom w/ tub, hot and cold shower, IDD/NDD telephone
- ✔ Complimentary Round-trip airport Transfer (flight Details provided)
- ✔ Welcome Drinks
- ✔ Complimentary Breakfast

**BANQUET INCLUSIONS:**

- ✔ Complimentary use of Function Hall and its amenities during the event
- ✔ Physical set-up of the venue
- ✔ Free One (1) Backdrop (4 x 8ft)
- ✔ Free One (1) Welcome Banner (2.5 x 6ft)
- ✔ Free flowing Coffee During the event
- ✔ Facilitator / Lecturer
- ✔ 24 hour standby generator
- ✔ Basic Sound system set-up with Podium and Microphones
- ✔ Free use of LCD Projector and Widescreen
- ✔ Free flowing coffee
- ✔ Free Wi-Fi connectivity

**I. BILLING ARRANGEMENTS**

DATE	PARTICULARS	RATE	NO.OF DAY/NIGHT	NO. OF PAX/ROOM	TOTAL
August 3 – 4,	Room Accommodation	2,000.00	1night	1room	2,000.00
August 3 – 4,	Room Accommodation	2,000.00	1night	11rooms	22,000.00
August 3, 2024	Am Snacks	200.00		23PAX	4,600.00
	Asstd. Lunch Buffet	600.00		23PAX	13,800.00
	PM Snacks	200.00		23PAX	4,600.00
	Asstd. Dinner Buffet	600.00		23PAX	13,800.00
August 4,	Am Snacks	200.00		23PAX	4,600.00

**TOTAL PACKAGE: PHP65,400.00**

**Manila Office:** 925 doroteo Jose Brgy. Sta Cruz Manila

Tel Nos. 5304-7300 loc 129/ 0935-890-3917

**PALAWAN OFFICE:** South National Highway, Tinguiban, Puerto Princesa City, Palawan 5300, Philippines

Tel Nos. (63) (48) 434-3851 / 0917.169.3136

Rey L. Gloria  
Hotel Manager

Patricia Anne M. Tobias  
Sales and Marketing OIC

Liza Jane V. Estalilla  
Head of Consular Office

Maria Rosa M. Belova  
Account Executive



- All numbers of persons stated from above details shall be considered sold to **DEPARTMENT OF FOREIGN AFFAIRS (DFA)** on the specified dates covered.
- If any guest/s does not arrive on the scheduled date of arrival or if a guest leaves before the scheduled check out, the total package rate based on the number of night/s reserved still applies.
- If any guest/s does not show/ arrive on the scheduled date of event the total package rate based on the number of persons reserved still applies.
- ✓ Any other charges that may occur during the event will be settled right after the event.
- ✓ Any other charges such as excess in meals, and or other incidentals must be settled in cash right after the event.
- You can also settle your payment thru our bank account.

**ACCOUNT NAME : AMB. ALC HOLDINGS & MANAGEMENT CORP.  
BPI Savings – San Pedro, Puerto Princesa City Branch**

**ACCOUNT NUMBER : Peso Savings Account Number 3483050134**

✓ **SENBILL TO DEPARTMENT OF FOREIGN AFFAIRS (DFA)**

- Please note that we do not accept PERSONAL CHECKS.
- If payment is made using credit cards, a corresponding surcharge shall apply.
- We accept Check Payment Five (5) days before the event.
- Only pre-arranged package rate will be charged to. Other incidentals such as food, other beverages, etc. that is NOT specified in the meal requirements will be on PERSONAL ACCOUNT and must be settled after the event and before leaving the hotel.

**II. TERMS AND CONDITIONS**

**Revision** – Additions may be allowed by the Hotel subject to space availability. Any reduction thereof shall be charged equivalent to the total package rate per person originally guaranteed for.

**Cancellation** – Cancellation of this booking can no longer be allowed upon signing the contract. In case of cancellation, Client agrees to pay a cancellation charge equivalent to the total estimated charges based on the package per person rate agreed upon. Only a written cancellation signed by the authorized signatory and or the same person signing this contract will be honored by the hotel.

**III. OTHER TERMS AND CONDITIONS**

- All food and beverage items shall be purchased exclusively from the Hotel. It is agreed that the Client is not permitted to bring in the Hotel any food and beverage item. However, the Hotel will charge corkage fee if the Client brings in any food and / or beverage. The Client agrees that the Hotel will not be held liable for any illness caused by consumption of food brought in by the Client.
- All Food & Beverage for corkage shall be approved by the Hotel’s Food & Beverage Supervisor or Officer-in-Charge for serving. The Hotel reserves the right not to allow serving of items that do not pass the Hotel’s and/or Hotel’s Food & Beverage Supervisor’s standards.
- Any modification, alteration, change, revision or amendment to this Contract shall only be effective if it has been agreed to and signed by both parties in writing.
- The hotel reserves the right not to allow bringing out left over food after the function. Bringing out of food shall be approved by the Hotel’s Food & Beverage Supervisor OIC for serving. Thus, client agrees that the Hotel will not be held liable in case of illness caused by consumption of food and beverage brought out from the Hotel after the function.

*[Signature]*  
Rey L. Gloria  
Hotel Manager

*[Signature]*  
Patricia Anne M. Tobias  
Sales and Marketing OIC

*[Signature]*  
Liza Jane V. Estallila  
Head of Consular Office

*[Signature]*  
Maria Rosa M. Refova  
Account Executive



- The Hotel reserves the right to change the menu in the event of non-availability of raw materials and other justified reasons with corresponding notice to the Client. The Hotel must inform the Client of any menu replacement and must only proceed with the changing of the menu upon approval of the Client.
- The foyer outside the Client's function room is shared with another group/room. The Client agrees that it will be at the discretion of the Hotel to provide the best possible layout of the foyer areas conducive to both parties. The Hotel reserves the right to control or restrict the use of the foyer areas outside the function room.
- The Hotel will not be responsible for any damage or loss of merchandise left in the Hotel prior, during or after the Client's Event.
- The Client shall at its own cost and expense arrange its own security to ensure the safety of any valuables kept or used at the Hotel premises before, during and after the Event, or so as required. The safekeeping of any items on display/exhibition shall, at all times prior to, during and after the event, be the responsibility of the Client. Should armed security guards be required, the Client shall obtain all appropriate licenses and permits from the local authorities at its own cost and the Hotel must be given no less than 7 days written notice of such arrangement prior to the date of the Event in order to provide any necessary coordination and/or assistance.

For additional information, please feel free to call us at our Sales Office (048) 434 3851-54 / 0917-169-3136. We would be most happy to assist you.

This agreement is not valid until executed by authorized signatures to sign and enter into this agreement on behalf of the party they represent.

**CITYSTATE ASTURIAS HOTEL**

**By:**

  
**MS. MARIA ROSA M. RELOVA**  
Account Executive

**DEPARTMENT OF FOREIGN AFFAIRS (DFA)**

**By:**

  
**MS. LIZA JANE V. ESTALILLA**  
Head of Consular Office

\*\*\* WITNESS \*\*\*

  
**MS. PATRICIA ANNE M. TOBIAS**  
Sales and Marketing OIC

  
**MR. REV. L. GLORIA**  
Hotel Manager