



**BIDS AND AWARDS COMMITTEE**

2330 Roxas Boulevard, Pasay City

Tel. Nos.: 834-4823

Email: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)

**SUPPLEMENTAL / BID BULLETIN No. 3**

Project : Procurement of Events Management Services for the  
Philippines Studies Conference, “Dialogo: Philippine Studies  
Goes Global”  
Reference : PB-GS-10-2024  
ABC : PhP 5,000,000.00  
Date : 02 October 2024

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information on the above-named project:

1. Updates on the following items in Part IV (Scope of Work) of the Technical Specifications:

<b>CONFERENCE VENUES</b>	Inserted the text “Annex F” under the bullet item “Diamond Hotel Manila”
<b>HOTEL ACCOMMODATIONS</b>	<p>Revised the text description to reflect alternative hotel accommodation options <u>in lieu of the Diamond Hotel</u>:</p> <p>Reserve and pay for the hotel accommodations for the core secretariat teams of the DFA and UP Asian Center, at a hotel with <b>at least a 3-star rating</b> that is located within 5 minutes walking distance from the Ramon Magsaysay Center.</p> <p><b><u>26 November 2024 (Tuesday)</u></b> 2 Rooms (Single/Twin Occupancy) - DFA Secretariat <b><u>CHECK IN</u></b> 6 Rooms (Single/Twin Occupancy) - UP Asian Center <b><u>CHECK IN</u></b></p> <p><b><u>27 November 2024 (Wednesday)</u></b> 2 Rooms (Single/Twin Occupancy) - DFA Secretariat 6 Rooms (Single/Twin Occupancy) - UP Asian Center 6 Rooms (Single Occupancy) - Plenary Speakers - <b><u>CHECK IN</u></b></p>

	<p><b><u>28 November 2024 (Thursday)</u></b>  2 Rooms (Single/Twin Occupancy) - DFA Secretariat  6 Rooms (Single/Twin Occupancy) - UP Asian Center  6 Rooms (Single Occupancy) - Plenary Speakers</p> <p><b><u>29 November 2024 (Friday)</u> - EVERYONE CHECKS OUT</b></p>
<p><b>VII TERMS OF PAYMENT/DELIVERY (3 tranches)</b></p>	<p>Revised the bulleted item:</p> <p><b>Previous text:</b>  “4. <i>Diamond Hotel accommodations for the secretariat</i>”</p> <p><b>Revised text:</b>  “4. Hotel accommodations for the secretariat and plenary speakers”</p>

Attached is a copy of the 3<sup>rd</sup> revised Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.




---

**EDGAR B. BADAJOS**  
Assistant Secretary  
and BAC Chairperson

## TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of Cultural Diplomacy  
 PROJECT : **Procurement of Events Management Services for the Philippine Studies Conference, “Dialogo: Philippine Studies Goes Global”**  
 27 - 29 November 2024  
 Manila, Philippines

<b>I</b>	<p><b>BACKGROUND</b></p> <p>The Department of Foreign Affairs (DFA) through its Office of Cultural Diplomacy (OCD), in partnership with the UP Asian Center (Diliman), will organize its first-ever Philippine Studies Conference to be held in Manila on <b>27 to 29 November 2024</b>.</p> <p>This inaugural conference seeks to consolidate the gains achieved by the Philippine Studies Program over the years and to advance the momentum in promoting Philippine Studies abroad. Moreover, the proposed Philippine Studies Program Conference in November 2024 will be an opportunity to promote Philippine culture; foster understanding and support for Philippine interests internationally; and strengthen the diplomatic and cultural ties of the Philippines with other countries.</p>	
<b>II</b>	<p><b>OBJECTIVES</b></p> <p>With the proposed conference theme, “<b>Dialogo: Philippine Studies Goes Global</b>”, the Philippine Studies Conference aims to achieve the following:</p> <ol style="list-style-type: none"> <li>1. Initiate a dialogue among Philippine Studies scholars to promote indigenous knowledge production and enrich understanding of the Philippines through the various perspectives of global scholarship;</li> <li>2. Provide a platform where partner universities and programs can present their research and other unique initiatives related to Philippine Studies and explore future collaborations and exchange of best practices;</li> <li>3. Publish the proceedings and studies presented during the conference and establish an online portal and database that will feature Philippine Studies scholars, research and activities of the different universities in the Philippines and abroad;</li> <li>4. Formulate policy recommendations for the government and academe to consider to strengthen further Philippine Studies as a program of study and research.</li> </ol>	
<b>III</b>	<p><b>BUDGET</b></p> <p>The Approved Budget for the Contract (ABC) is <b>Five Million Pesos Only (PHP 5,000,000.00)</b> for the professional fee of the events management company.</p>	
<b>IV</b>	<p><b>SCOPE OF WORK</b></p> <p>The Contractor shall provide the following services:</p>	

## **CONFERENCE VENUES:**

Assist the Department in the **coordination of the venue**, including the reservation, booking, and preparation of the event space, design of the space, and the technical requirements (projector/ LED screen, audio, and sound system) needed.

- **Ramon Magsaysay Center** (27 November 2024)  
Ramon Magsaysay Hall (AM session only, inclusive in ingress and egress period.) (**Annex A**)
- **Diamond Hotel Manila** (26 - 28 November 2024, *inclusive of ingress and egress*) (**Annex B and Annex F**)
  - One (1) Ballroom (Diamond Ballroom)
  - Five (5) Breakout Rooms (Diamond Ballroom, Onyx-Jade Room, and Citrine-Emerald Room)

Attached for reference, is the **tentative program** of the Philippine Studies Conference (as of 19 August 2024) (**Annex E**)

## **MEALS:**

(**Annex C**)

Coordinate banquet/meal services for **250 participants** at the following venues:

### **RAMON MAGSAYSAY CENTER**

**27 November 2024 (Wednesday)**

1. AM Snacks + Free-flowing coffee/ tea

**28 November 2024 (Thursday)**

1. Dinner

### **DIAMOND HOTEL MANILA**

**27 November 2024 (Wednesday)**

1. Lunch
2. PM Snacks + Free-flowing coffee/ tea

**28 November 2024 (Thursday)**

1. AM Snacks + Free-flowing coffee/ tea
2. Lunch
3. PM Snacks + Free-flowing coffee/ tea

### **SAN AGUSTIN CHURCH COURTYARD, INTRAMUROS**

**27 November 2024 (Wednesday)**

1. Cocktail Reception  
Food and Refreshments

### **UP ASIAN CENTER, DILIMAN**

**29 November 2024 (Friday)**

1. AM Snacks + Free-flowing coffee/tea
2. Lunch

## **RECEPTION VENUES:**

Assist the Department in the **coordination of the venue**, including the reservation, booking, and preparation of the event space, and design of the space.

### **SAN AGUSTIN CHURCH (Museum and Courtyard)**

**27 November 2024 (Evening)** - Welcome Reception

- Arrange a brief tour of the San Agustin Museum; and,
- Organize a **cocktail reception** to be held at the San Agustin Courtyard on the evening of 27 November 2024
- *Inclusive of ingress, venue set-up, cocktail food and drinks good for 250 pax, and egress.*

### **RAMON MAGSAYSAY CENTER (Ramon Magsaysay Hall and Ramon Magsaysay Plaza)**

**28 November 2024 (Evening)** - “Cultural Night”

- Assist in setting up the Ramon Magsaysay Hall and Ramon Magsaysay Plaza
- Coordinate with the cultural performers

### **TOURS:**

Arrange two tour options for **29 November 2024** (3 PM onwards)

#### **TOUR A - National Museum of Anthropology**

A tour of the National Museum of Anthropology (NMP), good for 125 pax.

Or

**TOUR B - Fort Santiago, Intramuros (Manila)**, good for 125 pax.

The Department of Foreign Affairs shall assist in the securing of permits from various governments and private institutions.

### **SALARIES, HONORARIA, EXPENSES and FEES AS REQUIRED BY THE UP ASIAN CENTER:**

1. Assist the Department in the **coordination with the keynote speakers identified by the DFA and UP Asian Center** for the conference including the processing of the payment of the honoraria of the identified speakers.
2. Facilitate the **processing of the payment of the salaries/ honoraria** of the conference secretariat personnel from UP Asian Center.
3. Facilitate the payment of the following components as required by the UP Asian Center. Attached is the cost estimate of the UP

Asian Center, subject to negotiation. ([Annex D](#))

- Materials/ Paraphernalia
- Cultural Night (Honorarium for Production Team)
- Ceremonies and Roundtable
- Transportation (Pre-Conference and During)--for the UP Asian Center Secretariat
- Meals and Other Expenses
- Compensation of the Project Team and Secretariat, and Personnel
- Honorarium
- Publication Expenses
- Contingencies
- Social Sciences and Philosophy Research Foundation Inc. (SSPRF) Operational Fee (10%)

### **TRANSPORTATION:**

Arrange all the **necessary transportation requirements** (round trip) during the conference proper.

- One (1) van rental with driver for DFA Secretariat, 6-8 pax (26-29 November 2024)

**26 November 2024 (Tuesday), 9:00 AM to 10:00 PM**  
DFA -Diamond Hotel - DFA

**27 November 2024 (Wednesday), 5:00 PM to 10:00 PM**  
*Diamond Hotel - San Agustin Museum - Diamond Hotel*

**29 November 2024 (Friday), 7:00 AM to 6:00 PM**  
*Diamond Hotel - UP Asian Center, Diliman*

- Five (5) buses with driver (maximum capacity, 50 pax each) for the following dates:

**27 November 2024 (Wednesday), 5:00 PM to 10:00 PM**  
*Diamond Hotel - San Agustin Museum - Diamond Hotel*

- Six (6) buses with driver (maximum capacity, 50 pax each) for the following dates:

**29 November 2024 (Friday), 7:00 AM to 6:00 PM**

*Diamond Hotel - UP Asian Center, Diliman - \*Tour A\* National Museum of the Philippines - Diamond Hotel*

*Diamond Hotel - UP Asian Center, Diliman - \*Tour B\* Fort Santiago, Intramuros - Diamond Hotel*

### **LIVESTREAM, VIDEO and DOCUMENTATION**

Handle the **live streaming** of the plenary sessions on **27-29 November 2024**; and,

**Photo and video documentation** of the entire event proper from **27 - 29 November 2024**.

## **CONFERENCE KITS/ COLLATERALS**

Prepare and provide **conference kits (250 sets)**

- Lanyards
- ID badges
- Custom Tote bags (Philippines/Manila-themed)
- Foldable umbrellas
- Custom pens
- Custom Notepads
- Token Souvenirs

Prepare and provide **tokens (12 pcs)** for the plenary speakers.

## **PUBLICATION**

Facilitate the processing and payment of **publication** for **250 pcs**:

- **Book of Abstracts**

Estimated number of pages of the **Book of Abstracts**:

**Number of Pages:** 150 – 200 pages back to back, 100 leaves

**Cover:** 200 gsm, Matte Lamination (colored)

**Pages:** 70-80 gsm (minimum), plain paper

**Printing:** Laser Print

**Binding:** Perfect Binding

**Size:** 9 x 6 inches

## **HOTEL ACCOMMODATIONS**

Reserve and pay for the hotel accommodations for the core secretariat teams of the DFA and UP Asian Center, at a hotel with **at least a 3-star rating** that is located within 5 minutes walking distance from the Ramon Magsaysay Center.

### **26 November 2024 (Tuesday)**

2 Rooms (Single/Twin Occupancy) - DFA Secretariat **CHECK**

**IN**

6 Rooms (Single/Twin Occupancy) - UP Asian Center **CHECK**

**IN**

### **27 November 2024 (Wednesday)**

2 Rooms (Single/Twin Occupancy) - DFA Secretariat

6 Rooms (Single/Twin Occupancy) - UP Asian Center

6 Rooms (Single Occupancy) - Plenary Speakers - **CHECK IN**

### **28 November 2024 (Thursday)**

2 Rooms (Single/Twin Occupancy) - DFA Secretariat

6 Rooms (Single/Twin Occupancy) - UP Asian Center

6 Rooms (Single Occupancy) - Plenary Speakers

### **29 November 2024 (Friday) - **EVERYONE CHECKS OUT****

Facilitate the event management of the Philippine Studies Conference to

	ensure a smooth program.			
<b>V</b>	<p><b>DESIRED QUALIFICATIONS OF SERVICE PROVIDER</b></p> <p>Type: Production/ Events Management Company</p> <ul style="list-style-type: none"> <li>→ Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, highlighting experience with cultural projects to ensure familiarity with governmental protocols and expectations; prior work experience with the DFA is preferred.</li> <li>→ Must be a Filipino company that actively participates in nation-building and country branding efforts;</li> <li>→ Must possess at least 10 years of experience as a communication, marketing, creative, media or public relations agency, and must be duly established in the Philippines.</li> <li>→ With sufficient financial capital to complete the project.</li> </ul>			
<b>VI</b>	<p><b>LIABILITY CLAUSE</b></p> <p>The Contractor shall shoulder any and all damages (as defined in the Civil Code), fines, penalties, or charges incurred, including those not covered by an insurance policy, due to any violation of applicable laws, rules and regulations</p> <p>The Contractor shall submit to OCD a request for approval, at least 10 days , before any changes are made to the implementation of the Technical Specifications. The Contractor undertakes to comply with the terms and conditions of the Contract, including the provisions of these Terms of Reference/ Technical Specifications, despite such changes.</p> <p>Any change not approved or authorized by OCD in writing, shall not be paid by the Department.</p> <p>The Contractor shall employ all available legal means to ensure that services stated in the contract will not be hampered.</p> <p><b>Reservation Clause</b></p> <p>The Department reserves the right to:</p> <p>amend the contract, as a contingency measure and if necessary especially in case unforeseen/fortuitous events occur during the contract period that would affect its implementation subject to applicable laws, rules and regulations.</p>			
<b>VII</b>	<p><b>TERMS OF PAYMENT/ DELIVERY (3 tranches)</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">15%</td> <td>Upon release of the Notice to Proceed and submission</td> </tr> </table>	15%	Upon release of the Notice to Proceed and submission	
15%	Upon release of the Notice to Proceed and submission			



	of the following: - Upon finalization of the reservation of the following venues: 1. Ramon Magsaysay Hall 2. San Agustin Courtyard/ Museum 3. Diamond Hotel Ballroom 4. Hotel accommodations for the secretariat and plenary speakers 5. Diamond Hotel Breakout Rooms 6. Submission of the itinerary of the Manila tour
35%	1. Procurement and fulfillment of delivery of conference kits 2. Publication and delivery of the 250 pcs of Book of Abstracts
50%	- Upon delivery of post-event collaterals (i.e. videos and photos) of the Philippine Studies Conference

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder’s Authorized Representative/s]

[Position]

[Date]

# ANNEX A

## RAMON MAGSAYSAY CENTER - 27 NOVEMBER 2024 (WEDNESDAY)

Included but not limited to:

Date	Particulars	Remarks	Qty	Unit
<b>27 November 2024</b>  <i>(Wednesday)</i>	<b>Ramon Magsaysay Hall</b> (180-250 pax)	Inclusive of ingress, 4 hours event, 2 hours egress, use of kitchen	10	Hours
	<b>Chair Rentals</b>	Comfortable chairs with cover	250	pcs
	<b>LED Wall lights and Sounds</b>	Ad Flex		
		Monitor Speakers		
		Wireless Mics		
		Digital Audio Mixer		
		Laptop with YouTube Premium		
		VDJ Controller		
		Speaker Stand		
		Cables and Wires		
		Wired Mic		
		Lights		
		LED Wall		
		Lights controller		
		HDMI Connector		
Power Lines				
Manpower				
<b>Stage Set Up</b>	Platform with carpet and podium			
	Flags and flagpoles for:			

		<ol style="list-style-type: none"> <li>1. DFA flag</li> <li>2. UP flag</li> <li>3. Philippine flag</li> </ol>		
	<b>Internet and Networking</b>	30 mbps or higher		
	<b>Decor and Ambiance</b>	Plants and Flowers		
	<b>Registration Desk</b>			
	<b>Backdrop</b>	Showing key visuals of the event		
	<b>Maintenance and housekeeping staff on duty</b>	Housekeeping and maintenance staff on duty		



# RAMON MAGSAYSAY AWARD FOUNDATION

Transforming Asia. Inspiring the world.

19 August 2024

CELIA ANNA M. FERIA  
DFA OFFICE OF CULTURAL DIPLOMACY

Dear Ms. Feria:

Greetings from the RAMON MAGSAYSAY AWARD FOUNDATION!

We at the Foundation are delighted to know of you are interested in holding your convention at the RM Center on November 27-28, 2024. We are pleased to quote the amount of **Six Hundred Fifteen Thousand Five Hundred Pesos (Php 615,500.00)** plus a refundable Security Deposit of Twenty Thousand Pesos (Php 20,000.00) for the use of various facilities at the RM Center. Please find below computation.

Date	Particulars	Remarks	Qty	Unit	Price
27-Jul-24	RM Hall (180-200pax)	4 hrs ingress (no AC), 4 hrs event, 2 hrs egress (no AC), FREE use of kitchen	10	Hrs.	80,000.00
	Am Snacks	Fruit Platter, Ensaymada, Canape, Unli coffe / Tea	250	pax	150,000.00
	Chair Rental (250 pcs)	Comfortable Chairs with Cover	250	Pcs.	21,000.00
	Led wall Lights and Sounds	D15 Ad Flex-2 units, D15 Monitor Speaker-2 units, Wireless Mic - 4pcs., Digital Audio Mixer -1 unit, Laptop with premium YouTube - 1unit, VDJ Controller - 1 unit, Speaker Stand- 2 pcs., Cables and Wires 1 lot, Wired Mic - 2 units RGBW Parled Lights 12 Light stand- 2 pcs., Light controller 1 unit., Main Cable 1 lotP3 Video Wall 3.5M by 2.5M 35 panels 1 set, Video Switcher -1 unit, Video Processor 1 unit, Multimedia Accessories- 1 set,30 meters HDMI Connector 1,Main LPower Line 1 set and Manpower 5	1	Lot	36,000.00
	Stage Set Up	Platform with Blue Carpet & Podium			1,000.00
	Internet & Networking	Free use (30mbps)			-
	Décor and Ambiance	Plants, partition			1,000.00
	Maintenance & HK Staff on duty	4 HK + 2 Maintenance (10Hrs) Staff on duty	10	Hrs.	10,500.00
28-Nov-24	RM Hall (180-200pax)	4 hrs ingress (no AC), 4 hrs event, 2 hrs egress (no AC), FREE use of kitchen	10	Hrs.	80,000.00
	RM Plaza	4 hrs ingress, 4hrs event, 2 hrs egress	10	Hrs.	25,000.00
	Dinner Buffet	Soup, A choice of (Pork or Chicken), Fish, Vegetable, Steamed Rice, Dessert Iced Tea or Juice, Coffee or Tea <b>INCLUSIONS:</b> Buffet Table & Set-up, Chairs & Tables set-up, utensils, Service Waiters, Service water & Ice	250	Pax	162,500.00



## RAMON MAGSAYSAY AWARD FOUNDATION

Transforming Asia. Inspiring the world.

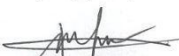
Led wall Lights and Sounds	D15 Ad Flex- 2 units, D15 Monitor Speaker-2 units, Wireless Mic - 4pcs., Digital Audio Mixer -1 unit, Laptop with premium YouTube - 1unit, VDJ Controller - 1 unit, Speaker Stand- 2 pcs., Cables and Wires 1 lot, Wired Mic - 2 units RGBW Parled Lights 12 Light stand- 2 pcs. , Light controller 1 unit., Main Cable 1 lotP3 Video Wall 3.5M by 2.5M 35 panels 1 set, Video Switcher -1 unit, Video Processor 1 unit, Multimedia Accessories- 1 set,30 meters HDMI Connector 1,Main LPower Line 1 set and Manpower 5	1	Lot	36,000.00
Stage Set Up	Platform with Blue Carpet & Podium			1,000.00
Internet & Networking	Free use (30mbps)			-
Décor and Ambiance	Plants, partition			1,000.00
Maintenance & HK Staff on duty	4 HK + 2 Maintenance (10Hrs) Staff on duty	10	Hrs.	10,500.00
<b>Total</b>				<b>₱ 615,500.00</b>

Refundable Security Deposit of Php 20,000.00

If you agree with this amount, kindly sign the conforme below so that we can facilitate the preparation of the Function Agreement.

Thank you.

Very truly yours,

  
KATHRINA BORRA  
Admin Assistant

CONFORME:

\_\_\_\_\_  
Date: \_\_\_\_\_

# ANNEX B

DIAMOND HOTEL MANILA, 27-28 NOVEMBER 2024 (WEDNESDAY)

Included but not limited to:

Date	Particulars	Remarks
26-28 November 2024	<b>Secretariat Room:</b>  <b>Sapphire Room</b>	Secretariat Room - DFA and UP Asian Center Secretariat
		Tables and chairs
		WiFi
		Power supply
27-28 November 2024	<b>Plenary Hall:</b>  <b>Diamond Ballroom</b>	Tables and chairs
		WiFi
		TV monitors/ LCD projectors/ LED wall
		Technician (for whole duration of stay)
		Podium/ rostrum with microphone
		Registration tables
		Pads and pencils
		Standard physical arrangement and floral arrangements
		HDMI cable
27-28 November 2024	<b>Breakout Rooms:</b> <b>Diamond Ballroom</b> (Breakout Room # 1-3)  <b>Onyx-Jade Room</b> (Breakout Room # 4)  <b>Citrine-Emerald Room</b> (Breakout Room # 5)	Tables and chairs
		WiFi
		TV monitors/ LCD projectors/ LED wall
		Technician (for whole duration of stay)
		Podium/ rostrum with microphone

		Registration tables
		Pads and pencils
		Standard physical arrangement and floral arrangements
		HDMI cable

## ANNEX C

### MEALS FOR 250 PARTICIPANTS

Included but not limited to:

#### **RAMON MAGSAYSAY CENTER**

Date	Particulars	Remarks
<b>27 November 2024</b> (Wednesday)  For 250 pax	AM Snacks + Free-flowing coffee/ tea	Fruit platter Pastries Canapes Continental Breakfast Spread (or similar) Free-flowing coffee/tea
<b>28 November 2024</b> (Thursday)  For 250 pax	Dinner	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea Cocktail tables

#### **DIAMOND HOTEL MANILA**

Date	Particulars	Remarks
<b>27 November 2024</b> (Wednesday)  For 250 pax	Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea
	PM Snacks + Free-flowing coffee/tea	Hotel's menu
<b>28 November 2024</b> (Thursday)  For 250 pax	AM Snacks + Free-flowing coffee/ tea	Hotel's menu
	Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea
	PM Snacks + Free-flowing coffee/tea	Hotel's menu



Date	Particulars	Remarks
<b>27 November 2024</b> (Wednesday)  For 250 pax	Cocktail reception food and refreshments  <i>Buffet</i>	(With halal and vegetarian options) Spanish-inspired cocktail food Paella 2 Desserts 3 choices of beverage

### **UP ASIAN CENTER, DILIMAN**

Date	Particulars	Remarks
<b>29 November 2024</b> (Friday)  For 250 pax	AM Snacks + Free-flowing coffee/ tea	Fruit platter Pastries Canapes Continental Breakfast Spread (or similar) Free-flowing coffee/tea
For 250 pax	Packed Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea

## ANNEX D - UP ASIAN CENTER DILIMAN COST ESTIMATE

<i>Dialogo: Philippine Studies Goes Global</i>				
27 - 29 November 2024   Manila, Philippines				
BUDGET as of 15 August 2024				
No.	Budget Item	Quantity	Amount per Unit	Total Amount
<b>I.</b>	<b>Materials / Paraphernalia</b>			
	Other Printing/Photocopy Services (includes Cultural Night, etc.)		30,000.00	₱30,000.00
	Supplies and Sundries		20,000.00	₱20,000.00
			<b>Subtotal</b>	<b>₱50,000.00</b>
<b>II.</b>	<b>Cultural Night*</b>			
	Honorarium (Production Team)			
	Creative Director	1 pax	8,000.00	₱8,000.00
	Assistant Stage Managers	4 pax	1,000.00	₱4,000.00
	Cultural Night Performers	6 groups		₱100,000.00
	Program Host / Voice Over	1 pax	5,000.00	₱5,000.00
	Production Staff	6 pax	1,000.00	₱5,000.00
			<b>Subtotal</b>	<b>₱122,000.00</b>
<b>III.</b>	<b>Ceremonies and Roundtable*</b>			
	Opening Ceremony (Day 1)			
	Performers (National Anthem + Additional Performances)			₱35,000.00
	Plenary Roundtable and Closing Ceremony (Day 3)			
	Lights and Sounds Rental			₱40,000.00
	Stage Design (Flowers, etc.)			₱10,000.00
	Honorarium			
	Custodial Team	4 pax	4,000.00	₱4,000.00
			<b>Subtotal</b>	<b>₱89,000.00</b>
<b>IV.</b>	<b>Transportation (Pre-Conference and During)</b>			
	Transportation (Gasoline for AC Van, Other Vehicles, Courier)		25,000.00	₱25,000.00
			<b>Subtotal</b>	<b>₱25,000.00</b>
<b>V.</b>	<b>Meals and Others Expenses</b>			
	Meals Organizing, Secretariat, Staff Meetings, etc.		35,000.00	₱35,000.00
	Communication Expenses			
	Prepaid Load/Data	25	100.00	₱2,500.00
	Audio Recorders	5 pcs.	7,500.00	₱37,500.00
	Courier Expenses		3,000.00	₱3,000.00
	Cleaning Services Costs (Auditorium)***			₱40,000.00
			<b>Subtotal</b>	<b>₱118,000.00</b>
<b>VI.</b>	<b>Compensation</b>			
	Project Team and Secretariat			
	Project Coordinator	1 x 6 months	25,000.00	₱150,000.00
	Finance Manager	1 x 3 months	10,000.00	₱30,000.00
	Personnel			
	Graphic Designer/Layout Artist/Web Developer****	1 x 5 months	20,000.00	₱100,000.00
			<b>Subtotal</b>	<b>₱280,000.00</b>
<b>VII.</b>	<b>Honorarium</b>			
	Organizing Committee			
	Conference Convener	1	30,000.00	₱30,000.00
	Secretariat Head / Conference Director	1	30,000.00	₱30,000.00
	Organizing Committee	7	15,000.00	₱105,000.00
	Organizing Committee Secretariat Staff	2	15,000.00	₱30,000.00
	Organizing Subcommittee	16	2,500.00	₱40,000.00
	Conference Proper			
	Keynote Speakers	2	25,000.00	₱50,000.00
	Panel Moderators	35	2,000.00	₱70,000.00
	Master of Ceremonies and Roundtable Moderators	4	4,000.00	₱16,000.00
	Ushers and Runners	6	3,000.00	₱18,000.00
	Rapporteur/Documenter/Writer/Assist	6	5,000.00	₱30,000.00
	Technical Staff (Plenary and Panel Sessions)	7	3,000.00	₱21,000.00
	Transcriber	1	5,000.00	₱5,000.00
			<b>Subtotal</b>	<b>₱445,000.00</b>

<b>VIII. Publication Expenses****</b>			
	Honorarium		
	Editor for the Proceedings/Edited Volume	1	50,000.00
	Editorial Associate	1	30,000.00
	Cover Design/Layout	1	10,000.00
	Miscellaneous Expenses		10,000.00
			<b>Subtotal</b>
			<b>₱100,000.00</b>
<b>IX. Contingencies</b>			
			<b>Subtotal</b>
			<b>₱25,000.00</b>
			<b>NET GRAND TOTAL</b>
			<b>₱1,254,000.00</b>
	<b>SSPRF Operational Fee (10%)</b>		<b>GRAND TOTAL</b>
			<b>₱1,393,333.33</b>

	Budget Item	Total Amount
1	Materials / Paraphernalia	₱50,000.00
2	Cultural Night*	₱122,000.00
3	Ceremonies and Roundtable*	₱80,000.00
4	Transportation (Pre-Conference and During)	₱25,000.00
5	Meals and Others Expenses	₱118,000.00
6	Compensation	₱280,000.00
7	Honorarium	₱445,000.00
8	Publication Expenses****	₱100,000.00
9	Contingencies	₱25,000.00
	<b>NET GRAND TOTAL</b>	<b>₱1,254,000.00</b>
	<b>GRAND TOTAL (INCLUSIVE OF OP. FEE)</b>	<b>₱1,393,333.33</b>

**Notes:**

- \* Items under the cultural night were added to include all logistics for the activity. This shall include lights and sounds; table, linen, and chairs rental, photographer and videographer; flowers for curtain call.
- \*\* Other forms of transportation was removed from the AC Budget. Aside from the AC Van, another van will be provided for the Asian Center.
- \*\*\* Tents have been removed and replaced by cleaning costs for the AC auditorium (food not usually allowed inside).
- \*\*\*\* The Asian Center found a project staff who can serve as the graphic designer and website developer. The position and the compensation has been merged into one. A social media officer was also added.
- \*\*\*\*\* Printing expenses of the proceedings has been removed.

# ANNEX E

## Tentative Program (as of 19 August 2024)

### DAY 1 - 27 November 2024

TIME	ACTIVITY	VENUE
9:00 AM	Opening Ceremonies <ul style="list-style-type: none"><li>• Welcome Message</li><li>• Opening Remarks</li><li>• Introduction of the Speaker</li><li>• Guest of Honor message</li></ul>	Ramon Magsaysay Center
9:45 AM	BREAK	
10:00 AM	Plenary 1 <ul style="list-style-type: none"><li>• Introduction of the Speaker</li><li>• Keynote Lecture 1</li><li>• Overview of Conference Program</li></ul>	
11:15 AM	Transfer to Diamond Hotel and Lunch	Diamond Hotel
11:30 AM	Lunch  TBC - Pull-aside meeting with foreign institutions and universities with Philippine Studies Program funded by the Office of Senator Loren Legarda  As of 13 August: (1) University of Hawaii - Manoa (2 pax) (2) Ruhr University Bochum (1 pax) (3) University of Michigan (4) Thammasat University (1 pax)	Diamond Hotel Ballroom
12:30 AM	Parallel Session A <ul style="list-style-type: none"><li>• 5 Sessions, 4-5 Papers each</li></ul>	Diamond Hotel Breakout Rooms - Second Floor
2:00 PM	Break	
2:20 PM	Parallel Session B <ul style="list-style-type: none"><li>• 5 Sessions, 4-5 Papers each</li></ul>	
3:50 PM	Break	

4:10 PM	Parallel Session C <ul style="list-style-type: none"> <li>• 5 Sessions, 4-5 Papers each</li> </ul>	
5:40 PM	End of Day 1	
6:30 PM	Cocktail Reception	San Agustin Church, Intramuros

### **DAY 2 - 28 November**

<b>TIME</b>	<b>ACTIVITY</b>	<b>VENUE</b>
9:00 AM	Plenary Session 2 <ul style="list-style-type: none"> <li>• Introduction of the Speaker</li> <li>• Plenary Speaker</li> </ul>	Diamond Hotel Main Ballroom
10:00 AM	BREAK	
10:30 AM	Parallel Session D <ul style="list-style-type: none"> <li>• 5 Sessions, 4-5 papers each</li> </ul>	Diamond Hotel Breakout Rooms - Second Floor
12:00 PM	Lunch	Diamond Hotel Main Ballroom
1:00 PM	Parallel Session E <ul style="list-style-type: none"> <li>• 5 Sessions, 4-5 papers each</li> </ul>	Diamond Hotel Breakout Rooms - Second Floor
2:30 PM	Break	
2:50 PM	Parallel Session F <ul style="list-style-type: none"> <li>• 5 Sessions, 4-5 papers each</li> </ul>	
4:20 PM	Break	
4:40 PM	Parallel Session G <ul style="list-style-type: none"> <li>• 5 Sessions, 4-5 papers each</li> </ul>	
6:10 PM	End of Day 2	
7:00 PM	Dinner Reception and Cultural Night at the	Ramon Magsaysay Center

**DAY 3 - 29 November**

TIME	ACTIVITY	VENUE
7:00 AM	Assembly and Preparation for Departure form Diamond Hotel to UP Asian Center, Diliman	Diamond Hotel Lobby
8:30 AM	Plenary Sessions 3 <ul style="list-style-type: none"><li>● Plenary RTD 1</li><li>● Open Forum</li></ul>	GT-Toyota Asian Center Auditorium, UP Diliman
9:45 AM	Break	
10:15 AM	Plenary Session 4 <ul style="list-style-type: none"><li>● Plenary RTD 2</li><li>● Open Forum</li></ul>	
11:30 AM	Closing Program	
12:00 PM	End of Conference	
12:00 PM	Lunch	
1:00 PM	Cultural Tour <ul style="list-style-type: none"><li>● <b>UP Diliman Tour</b></li></ul>	
Participants split up into two (2) tour groups: <b>TOUR A:</b> National Museum of the Philippines <b>TOUR B:</b> Fort Santiago, Intramuros		

**TOUR A:** National Museum of the Philippines

TIME	ACTIVITY	VENUE
2:00 PM	Depart for National Museum of the Philippines	UP Asian Center
3:00 PM	Arrival at the National Museum of the Philippines	National Museum of the Philippines
3:10 PM	Cultural Tour <ul style="list-style-type: none"><li>● <b>National Museum of the Philippines</b></li></ul>	

5:00 PM	End of Tour/ End of Day	
---------	-------------------------	--

**TOUR B:** Fort Santiago, Intramuros

TIME	ACTIVITY	VENUE
2:00 PM	Depart for Fort Santiago, Intramuros	UP Asian Center
3:00 PM	Arrival at Fort Santiago, Intramuros	Fort Santiago, Intramuros
3:10 PM	Cultural Tour <ul style="list-style-type: none"> <li>• <b>Fort Santiago, Intramuros</b></li> </ul>	
5:00 PM	End of Tour/ End of Day	

# ANNEX F



August 15, 2024

**MS. MARIA THERESA JESUSA ALBANO**  
Administrative Officer  
DEPARTMENT OF FOREIGN AFFAIRS

M: +63 2 8834 4354  
E: [tess.albano@dfa.gov.ph](mailto:tess.albano@dfa.gov.ph)

**Room Accommodation and Events Proposal**  
**DEPARTMENT OF FOREIGN AFFAIRS – OFFICE OF PUBLIC & CULTURAL DIPLOMACY**  
**November 26-28, 2024**  
**250 persons**

Dear Ms. Albano,

Thank you for considering Diamond Hotel Philippines to provide room accommodation & banquet requirement to your guests attending the Office of Cultural Diplomacy Event on 26-28 November 2024.

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

Check in date: November 26, 2024  
Check out date: November 29, 2024  
Number of Rooms: 9 Twin Occupancy and 11 Single Occupancy

Group Rate (Minimum of 10 rooms and above) Room Category	Single / Twin Occupancy Rates/room/night
Deluxe Room	Php 6,900 net
Premier Room	Php 8,900 net
Deluxe Executive Suite	Php 15,900 net

- There are no rooms reserved for you as of this proposal. The final number of rooms are subject to availability upon confirmation of your final date arrangement and upon signing of contract.

#### GUEST ROOM CATEGORIES AND RATES

- Above rate is inclusive of service charge and applicable taxes
- Standard check-in time is at 02:00 pm and standard check-out time is at 12:00 noon.
- Early check-in or late check-out shall be charged accordingly. No meals are included on the early check-in and early check-out rates.
- For early check-in before 06:00 am, a whole day rate based on confirmed rate will be charged accordingly
- For early check-in between 06:01 am to 01:59 pm, a half day rate will be charged accordingly (*subject to room availability*)





- For late check-out between 12:01 pm to 05:59 pm, a rate of P3,000 will be charged accordingly (*subject to room availability*)
- For late check-out 6pm onwards, a whole day rate based on confirmed rate will be charged accordingly.
- Rates are non-commissionable
- **A PHP 10,000 penalty will be charged if evidence of smoking in a non-smoking room is found.**
- Based on a minimum daily room requirement specified in the proposal. Any decrease in the total number of rooms, the rate will be adjusted accordingly.
- Additional guestrooms are subject to availability.
- The rates stated above are applicable only for the stay dates, any bookings prior or after the stay dates are subject to rate change and room availability.

#### Room Inclusions

- Buffet Breakfast
- Welcome Amenities
- Complimentary two bottles of water daily
- Complimentary internet and Wi-fi access in the rooms and in Public Areas
- Use of the safety deposit box in the room

#### OTHER SERVICES OFFERED:

##### *One way airport transfer*

Toyota Altis	Php 1,950.00 nn/car/way
Toyota Camry	Php 3,100.00 nn/car/way
Van	Php 3,500.00 nn/car/way
Toyota Alphard	Php 4,900.00 nn/car/way
BMW 7 (Executive Sedan)	Php 5,500.00 nn/car/way

*\* Transportation rates are subject to change without prior notice.*

**Diamond Hotel Philippines will only set up mini bar items at Premier and Diamond club floors Twenty Second to Twenty Six (22<sup>nd</sup> – 26<sup>th</sup>) 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 guests.**

#### No Smoking and No Vaping Policy

Please be informed that in our efforts to maintain a healthy and eco-friendly environment for our guests and staff, we are strictly implementing a No Smoking and No Vaping Policy IN NON-SMOKING AREAS WITHIN THE HOTEL pursuant to Executive Order 26: Nationwide Smoking Ban and Manila City Ordinance 7812.

Kindly be reminded that a minimum cleaning fee of Php 10,000 will be charged if evidence of smoking in a Non-Smoking Room become apparent.

Alternatively, the hotel has designated smoking areas located in the following areas:

- Poolside Deck – Ground Level – 7:00 am to 9:00pm daily
- Diamond Club Designated Smoking Area - Exclusive to Club guests - 6:30am to 9:00pm daily
- Operating times of Designated Smoking Areas may change without prior notice.

**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
26 Nov 2024	1400H	1700H	Secretariat	Sapphire Room, 2 <sup>nd</sup> Floor	Blocked	--	Complimentary
27 Nov 2024	1200H	1700H	Secretariat	Sapphire Room, 2 <sup>nd</sup> Floor	Blocked	--	Complimentary
27 Nov 2024	1200H	1700H	Meeting / Break out 1-3	Diamond Ballroom, Upper Lobby	Classroom	250	Available
27 Nov 2024	1400H	1700H	Break Out 4	Onyx-Jade Room, 2 <sup>nd</sup> Floor	Classroom	25	Php 40,000
27 Nov 2024	1400H	1700H	Break Out 5	Citrine-Emerald Room, 2 <sup>nd</sup> Floor	Classroom	25	Php 40,000
28 Nov 2024	0800H	1700H	Secretariat	Sapphire Room, 2 <sup>nd</sup> Floor	Blocked	--	Complimentary
28 Nov 2024	0800H	1145H	Meeting / Break out 1-3	Diamond Ballroom, Upper Lobby	Classroom	250	Available
28 Nov 2024	1430H	1600H	Break Out 4	Onyx-Jade Room, 2 <sup>nd</sup> Floor	Classroom	25	Php 40,000
28 Nov 2024	1430H	1600H	Break Out 5	Citrine-Emerald Room, 2 <sup>nd</sup> Floor	Classroom	25	Php 40,000

- 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 8:00 AM to 5:00 PM, the hotel has the right to offer the space to other groups for a dinner event.
- 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.

**BANQUET RATES & INCLUSIONS**

**WHOLEDAY MEETING PACKAGE 1** **Php 2,800.00 net per person**  
 Morning Snack  
 Classic/Chinese Set Lunch with 1 round of iced tea  
 Afternoon Snack  
 Free-flowing coffee or tea

**WHOLEDAY MEETING PACKAGE 2** **Php 3,200.00 net per person**  
 Morning Snack  
 Classic/Chinese Buffet Lunch with 1 round of iced tea  
 Afternoon Snack  
 Free-flowing coffee or tea

**HALFDAY MEETING PACKAGE 3** **Php 2,500.00 net per person**  
 Morning Snack  
 Classic/Chinese Set Lunch with 1 round of iced tea  
 Afternoon Snack  
 Free-flowing coffee or tea

**HALF DAY MEETING PACKAGE 2** **Php 2,900.00 net per person**  
 Morning Snack  
 Classic/Chinese Buffet Lunch with 1 round of iced tea  
 Afternoon Snack  
 Free-flowing coffee or tea

**CORNICHE WHOLE DAY PACKAGE 3** **Php 3,800.00 net per person**  
*Maximum of 49 persons*  
 Morning Snack  
 Corniche Buffet Lunch with 1 round of iced tea  
 Afternoon Snack  
 Free-flowing coffee or tea

**OTHER MEAL RATES :**

**PLATED/SET MEAL (min. of 15 persons)**

Three-Course Set Meal	Php 2,500.00 net per person
Four-Course Set Meal (PORK or CHICKEN Main Course)	Php 3,000.00 net per person
Four-Course Set Meal (FISH or BEEF Main Course)	Php 3,500.00 net per person

**BUFFET MEAL (min. of 40 persons)**

Festive Buffet Meal 1	Php 2,500.00 net per person
Festive Buffet Meal 2	Php 2,800.00 net per person
Festive Buffet Meal 3	Php 3,000.00 net per person
International Buffet Meal	Php 3,300.00 net per person
Themed Buffet Meal	Php 3,500.00 net per person

**SUNSET COCKTAIL PACKAGES**  
 (Minimum of 50 persons)

A Touch of Sunset (Cocktail Buffet Menu with Two-Hour Open Bar for Standard Concoctions)	Php 3,800.00 net per person
The Sunset Special (Cocktail Buffet Menu with Two-Hour Open Bar for Premium Concoctions)	Php 4,500.00 net per person



**DIAMOND HOTEL**  
PHILIPPINES

**OPEN BAR RATES**

Sunset Package Standard	Php 2,000.00net per hour, per person
Sunset Package Premium	Php 2,500.00net per hour, per person

**BREAKFAST**

Set Menu	Php 1,500.00 net per person
Buffet Menu	Php 1,800.00 net per person

**SNACKS**

2-Item	Php 1,500.00 net per person
3-Item	Php 1,800.00 net per person

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

*\* Set/Lauriat/Buffer 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 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 5,000.00 net per day
◆ LCD Projector (Laser-Ballroom)	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 25,000.00 net per day
◆ Videoke / Magic Sing	Php 10,000.00 net per day

**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
- ◆ Podium / Rostrum with microphone
- ◆ Whiteboard with marker and eraser
- ◆ Flipchart stand with 10 pieces of flipchart paper
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ 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.

#### EQUIPMENT RENTALS

◆ DVD Player with TV monitor	Php 10,000.00 net per day
◆ Lapel Microphone	Php 2,000.00 net per day
◆ Conference Microphone	Php 3,000.00 net per piece
◆ LCD Projector	Php 10,000.00 net per unit
◆ Mobile Lights and Sounds	Php 25,000.00 net per day

#### 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
- ◆ Basic PA System / CD Player
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Whiteboard with marker and eraser
- ◆ Flipchart stand with 10 pieces of flipchart paper
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ 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

#### TERMS AND CONDITIONS

##### For accounts with credit line:

Room accommodation 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. CAF WITH OBR NUMBER is strictly required on five days (5) before the event.

#### OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **15 August 2024**. 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:**

For cancellations, the PATRON shall pay 50% of the expected banquet revenue if cancellation is made 61 to 90 days before the function. 100% payment of the expected banquet revenue if cancellation is made 60 days and less.



**For Rooms:**

It is understood that upon signing of the 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.

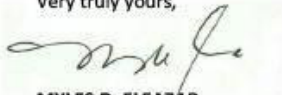
**Force Majeure:**

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.

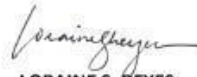
We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

**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



**LORAIN S. REYES**  
Director of Sales