

Kagawaran ng Agnang Panlabas

Department of Foreign Affairs


**NOTICE OF AWARD**

15 January 2014

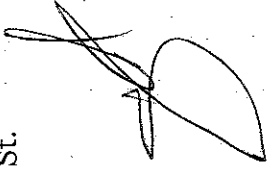
Sir:

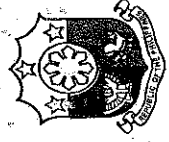
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution 03-14, the Department of Foreign Affairs is awarding the procurement for the hotel accommodation and venue of the meeting and luncheon/dinner during the 5<sup>th</sup> Philippines-Iran Joint Consular Commission Meeting (JCCM) on 28-30 January 2014 to your firm, **DIAMOND HOTEL**, in the amount of Three Hundred Twenty-Two Thousand Seven Hundred Seventy-One Pesos and Four Centavos (Php 322,771.04) only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

  
**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity

**MR. L.A. SAYSON-POPA**  
Director of Events  
**DIAMOND HOTEL**  
Roxas Boulevard, corner D.J. Quintos St.  
Manila

  
3/14/14



Kagawaran ng Agnang Pang Panlabas

Department of Foreign Affairs

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Sr. Sp. Asst. N. Servigon  
BAC Alt. Chairman E.D. Austria-Garcia  
BAC Vice-Chairman J.V. Chan-Gonzaga  
BAC Members: A.C. Alleva

G.P. Ablog  
B.T.L. Santos

End-user Representative:

Asst. Sec. W.C. Santos

BAC Secretariat:

Head - A.O. Vallespin

A. De Asis-Del Mundo

S.P. Toledo

G.C. Fernandez

**5<sup>TH</sup> PHILIPPINES-IRAN  
JOINT CONSULAR CONSULTATION MEETING**

**29-30**

**January 2014, Manila**

**LIST OF PARTICIPANTS**

*Wednesday, 29 January 2014*

**WELCOME DINNER HOSTED BY THE HON. UNDERSECRETARY RAFAEL E. SEGUIS**

**1900H, Constellation Room, 27<sup>th</sup> Floor, Diamond Hotel**

**CONFIRMED ATTENDEES**

**PHILIPPINES**

**TOP FIVE DFA OFFICIALS FOR THE PH-IRAN JCCM WELCOME DINNER**

- 1. Undersecretary RAFAEL E. SEGUIS (HEAD OF PH DELEGATION)**
- 2. Undersecretary LAURA F. DEL ROSARIO, (GUEST)**
- 3. Undersecretary JOSE S. BRILLANTES, (Guest)**
- 4. Ambassador EDUARDO MARTIN R. MEÑEZ (MEMBER OF PH DELEGATION)**
- 5. Assistant Secretary PETRONILA GARCIA (MEMBER OF PH DELEGATION)**

**PHILIPPINE MEMBERS OF THE DELEGATION**

- 1. Assistant Secretary WILFREDO C. SANTOS**
- 2. Executive Director, SULPICIO M. CONFIAO, OCA**
- 3. Executive Director REYNALDO A. CATAPANG, OUMWA**
- 4. Director ARNEL G. TALISAYON, OCA- Visa Division**
- 5. Assistant Director, SIEGFRED T. MASANGKAY, OCA-Passport Division**
- 6. Principal Assistant ANTHONY AGUIRRE, OMEAA**
- 7. Principal Assistant, VON RYAN G. PANGWI, OCA**
- 8. Atty. Lily Freida Milla, Commission on Higher Education**

#### **DFA OFFICIALS**

1. Director, **ROUSSEL R. REYES**, OCA-passport Division
2. Director, **RICARDO JOAQUIN ARAGON**, OCA-Authentication  
**IRAN**

#### **Members of the Iranian Delegation**

1. H.E. Hassan Ghashghavi, Deputy Minister for Consular, Parliamentary and Iranian Affairs, Ministry of Foreign Affairs
2. H.E. Ali Asghar Mohammadi, Iranian Ambassador to the PH
3. Mr. Mojtaba Nadali, First Counsellor, Embassy of Iran, PH
4. Mr. Saeid Baghban, Third Counsellor, Embassy of Iran, PH
5. Mr. Hadi Karimi Tabar, Head of Registration and Personal Status, MFA
6. Mr. Nad Ali Nadi, Head of Students and Scholarship, MFA
7. Mr. Majid Danesh Pazhuh, Consular Expert, MFA
8. Mr. Seyed Zia Mohseni, Consular Expert, MFA
9. Mr. Mohammad Ali Mehranfar, Director General for International Cooperation, Ministry of Justice
10. Mr. Soleyman Ahmadi, Head of Education Services, Ministry of Health

#### **Iranian Embassy Officials**

11. Mr. Hossein Nadi
12. Mr. Ahmad Vashegani Farahani
13. Mr. Seyed Ahmad Mousavi
14. Mr. Bahman Samadi
15. Dr. Seyed Hashemi Moosavi

#### **Members of the Iranian Community in the PH**

16. Mr. Ahmad Rahnema
17. Mr. Hossein Karimi
18. Mr. Mohammad Reza Sahab Nassagh Farouji
19. Mr. Ali Reza Kazemi
20. Mr. Mohammad Harandi
21. Mr. BJ Bidar
22. Mr. Masoud Ababafha
23. Mr. Ahmad Reza Kazemi
24. Prof. Mahmood Tajar
25. Mr. Bahman Pourmohammad
26. Mr. Javad Heidarian
27. Dr. Abbas Ghassemi
28. Mr. Aub Noorani

**DIAMOND HOTEL**  
PHILIPPINES

**Statement of Account**

Account Name  
Address

21-Jan-14  
DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF CONSULAR AFFAIRS  
2030 ROXAS BLVD., PASAY CITY  
ASSEC. WILFREDO C. SANTOS

Statement No.  
Account Code  
Telephone No.  
Fax No.

REVISION  
0114-55  
834-57

Location:

DATE	DOC	PARTICULAR	DEBIT	CREDIT	BALANCE
STH PH-RAN JOINT CONSULAR CONSULTATION					
30-Jan-14	RM 2323	MR SOLEYMAN AHMADI	14,783.90		14,783.90
30-Jan-14	BQ 120273	MEAL PACKAGE	10,268.75		10,268.75
28-Jan-14	BQ 120280	MEAL PACKAGE	87,500.00		87,500.00
30-Jan-14	BQ 120490	MEAL PACKAGE	88,500.00		88,500.00
30-Jan-14		RENTAL PACKAGE	45,000.00		45,000.00
30-Jan-14	RM 2312	MS LERLAN MEDINA	21,000.00		21,000.00
31-Jan-14	RM 2326	DTA SECRETARIAT	21,000.00		21,000.00
30-Jan-14	RM 2328	MR HASSAN GHAEHCHAV	33,500.00		33,500.00
1-Feb-14		INTERESTS	1,113.30		1,113.30

TOTAL

NET AMOUNT DUE ( IN PHILIPPINE PESOS ) 322,771.04

OFFICIAL RECEIPT SHOULD BE OBTAINED FOR ALL PAYMENTS  
CHECK SHOULD BE CROSSED AND MADE PAYABLE TO PHILIPPINE DIAMOND HOTEL & RESORT, INC.  
REG. TIN-000-865-409-000  
ANY INQUIRIES, PLEASE CALL 528-3000

CERTIFIED CORRECT:

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

**TERMS AND CONDITIONS**  
Accounts are due and payable within fifteen (15) days from the date of this invoice / Statement.  
Late accounts shall be charged interest at the current bank lending rate.  
In the event of litigation the parties herein submit themselves to the jurisdiction of the Courts of the City of Manila, Philippines and in such event the winner will pay 25% of the amount claimed by Philippine Diamond Hotel & Resort, Inc. for attorney's fees and other legal expenses.

January 27, 2014

**MR. WILFREDO C. SANTOS**  
Assistant Secretary, Consular Affairs  
Department of Foreign Affairs  
Philippines

Telephone: 63 2 6519434  
Email: oca\_asu@yahoo.com

**EVENT CONTRACT**  
**DFA-OCA 5th PH-Iran Joint Consular Consultation Meeting**  
**Tuesday, 28 January, 2014 to Friday, 31 January, 2014**  
**4 ROOMS**

Dear Assec. Santos,

Thank you for considering Diamond Hotel Philippines to provide room and banquet accommodation to your guests attending the **DFA-OCA 5th Philippines-Iran Joint Consular Consultation Meeting on Thursday, 30 January, 2014**. In this regard, we are very pleased to submit the following information for your confirmation.

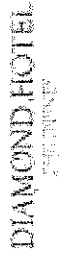
#### ACCOMMODATION ARRANGEMENT

Based on your requirements, we are pleased to extend the following special rates:

#### A. GUEST ROOM CATEGORIES AND RATES

ROOM ACCOMMODATION			
ROOM TYPE	NUMBER OF ROOMS	NUMBER OF ROOMNIGHTS	CORPORATE RATES (Single/Double Occupancy)
Deluxe Room	2	3	Php 7,000.00
Premiere Deluxe Room	1	3	Php 7,400.00
Executive Suite	1	3	Php 11,200.00

*Note: Above rates are inclusive of 10% service charge and applicable local and government taxes.*



- Complimentary buffet breakfast at Corniche from 6:00am to 10:00am

- *Welcome fruit platter*
- *Complimentary bottled mineral water, replenished daily*
- *Complimentary 24 hours in-room internet access per day*
- *Complimentary wi-fi access in the Public Areas*
- *International Direct Dialing Facilities*
- *Use of the exercise room, Spa at the Diamond Spa, swimming pool & outdoor Jacuzzi*
- *Safety deposit box in the room*
- *Daily local Newspaper*

refused to provide any and

Toyoko Camry

23

for 00-0001

1. The client shall pay the minimum guaranteed room nights per day as stated above.
2. Rates stated above are applicable only for the inclusive dates of the event, any prior or extension bookings are subject to room and rate availability.
3. Early check-in or late check-out shall be charged accordingly at a rate of Php 2,500 nett.
4. Rates are inclusive of service charge and all prevailing government taxes.

1. Check-out time is 12:00 PM on the day of departure. Check-in time is at 14:00H. All request for early check-in before 14:00H will be levied a surcharge fee equivalent to P 2,500 nett per room. Non-payment of the surcharge fee will be subject to space availability.
2. Any request for check-out beyond 13:00H will be subject to space availability.
3. The Hotel will require a one night deposit for all rooms reserved to secure the space.

# FUNCTION ROOM BLOCKING

Date	Start Time	End Time	Function	Room	Setup	Age	Room Rental
1/29/2013	6:00PM	11:00PM	Prayer Room	Sapphire Room	-	-	Complimentary
1/29/2014	6:00 PM	11:00 PM	Sloner	Lib's to Capricorn Room, 27 <sup>th</sup> floor	Rounds	50	Waived in lieu of Dinner Package
1/30/2014	8:00 AM	5:00 PM	Meeting	Amethyst Room	Biaterial Mtg	30	Waived in lieu of Meeting Package
					Set-up		



*DL*  
**DIAMOND HOTEL**  
PHILIPPINES

Date	Start Time	End Time	Function	Room	Setup	Age	Room Rental
1/30/2014	11:30 AM	1:30 PM	Lunch	Cirque Emerald	Rounds	30	-
1/30/2014	6:00AM	11:00 PM	Prayer Room	Sapphire Room	-	-	Complimentary
1/30/2014	7:00AM	5:00PM	Secretariat	Onyx Room	-	-	PHP 45,000.00

Should there be a significant increase or decrease in your attendance, we reserve the right to reassign the appropriate function room

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 AND INCLUSIONS

##### MEETING PACKAGE

One-tram Morning Snack  
4 Course Set Menu with 1 round of either soft drink or iced tea  
One Item Afternoon Snack  
Free-flowing coffee or tea

PHP 2,950.00 net per person

##### WELCOME DINNER

4- Course Set Menu (with Chicken, Fish or Vegetarian Main Course)  
OR  
International Buffet A or B or C Menu  
Served with 1 round of either soft drink or iced tea

PHP 1,750.00 net per person

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

#### SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS IN BANQUETS

##### CORRAGE:

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

#### 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 / DVD Player
- ◆ 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
- ◆ 6 x 8 feet projection screen
- ◆ 5000 ANSI Lumens LCD projector
- ◆ Mint candies replenished daily

*DFC*

## DIAMOND HOTEL PHILIPPINES

- ◆ Pads and pencils, pads replenished daily
- ◆ Provision of tarpaulin backdrop to be mounted on a wooden frame
- ◆ Provision of 10 delegate's conference microphones and 2 delegates' head conference microphones
- ◆ Provision of a facsimile unit with direct line (local and international) and usage for two (2) days
- ◆ Provision of Wi-Fi Internet connection in the following rooms:
  - ◆ Maximum of five (5) connections for Onyx Room
  - ◆ Maximum of 10 connections for Citrine-Emerald
  - ◆ Maximum of 10 connections for Amethyst Rooms
- ◆ Provision of a prayer room for the delegates
- ◆ Standard physical arrangement
- ◆ Standard floral arrangement
- ◆ 100% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons for basement parking
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees for basement parking

### 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.

### TERMS AND CONDITIONS

#### For accounts with credit line:

Banquet payments will be charged to Department of Foreign Affairs thru Send Bill Arrangement, Purchase Order, Certificate of Availability of Funds and Letter of Authorization are required upon signing of the contract to facilitate the Send Bill Arrangement.

#### Guaranteed Number of Persons

The HOTEL shall charge the PATRON for the *guaranteed number of guests* OR *actual number of persons* *whichever is higher*.

No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.

Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

#### Food and Beverage

All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.



**DIAMOND HOTEL**  
 1000 10th Ave. N.E.  
 Minneapolis, Minn. 55413  
 Tel. 338-1111

In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.

The HOTEL reserves the right to substitute similar or comparable accommodations/amenities for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

## Competition/No-show Policy

**REPORT**

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-Office of Consular Affairs.

# SOCIETY

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.

**Down to Hotel Property**

The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

## Exclusion of Libor

The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

the extent of non-performance due to the borrower, the lender will generally require the borrower to provide collateral.

To reflect your agreement to the above terms, kindly affix your signature on the space provided below and return or fax to us a copy on or before January 27, 2014.



Assec. Santos, 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,

  
L.A. SAWAYON-FORA  
Director of Events  
M: 0917 8687397

ED SERIN  
Business Development Manager  
M: 0917 8687399

CONFIRME:

ASSEC. WILFREDO C. SANTOS  
Assistant Secretary, Consular Affairs  
Department of Foreign Affairs

/s/esp



12 December 2013

Mr Wilfredo C Santos  
Assistant Secretary of DFA Office of Consular  
Department of Foreign Affairs  
ASEANA Business Park,  
Bradco Avenue corner Macapagal Boulevard,  
Paranaque City  
Philippines  
Telephone: 63 2 651 9434  
Facsimile: 63 2  
E-mail: oca\_asu@yahoo.com

Dear Mr Santos,

**RE: DFA 5th Philippines- Iran Joint Consular Commission Meeting, 29 - 31 January 2014**

Warm greetings from Hyatt Regency Hotel & Casino Manila.

Thank you very much for your interest in hosting your upcoming event and accommodating your guests in our hotel. We truly appreciate your support.

Please find our letter of proposal for your perusal and approval. Please advise acceptance by **Friday, 27 December 2013**, so that we may proceed with the necessary arrangements.

You may also be interested to know that as a participant in Hyatt Gold Passport Planner Rewards, you could earn up to 50,000 Hyatt Gold Passport bonus points by confirming your event at Hyatt Regency Hotel & Casino Manila. Points can be redeemed for exciting travel awards, future meeting credits and more. In addition, every qualifying meeting or event that you have helps you earn credit toward achieving membership tier status in Hyatt Gold Passport, Hyatt's global frequent guest program. For more details, please refer to:  
<http://www.hyatt.com/hyatt/meetings/programs/planner-rewards.jsp>

Mr Santos, I will be contacting you shortly. Should you have any questions or further requests please let me know. My contact details are listed below.

We look forward to working with you to ensure the success of this up-coming event.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Eunice Mora".

Eunice Mora

Sales Executive

Telephone: 63 2 245 1234

Facsimile: 63 2 247 1234

E-mail:

HYATT REGENCY  
HOTEL AND CASINO MANILA

1558 Forbes Gate corner M.H. Del Pilar  
Makati, Manila 1004  
Philippines

T +63 2 245 1234  
F +63 2 247 1234  
manila.oca@hyatt.com

**Proposal**  
**Prepared on 12 December 2013 for**  
**Department of Foreign Affairs**  
**by**  
**Hyatt Regency Hotel & Casino Manila**  
**for**  
**DFA 5th Philippines- Iran Joint Consular Commission Meeting**  
**29 - 31 January 2014**

**A. CONTACT(S)**

<b>Client:</b>	<b>Hotel Contact:</b>
Mr Wilfredo C Santos	Eunice Mora
Assistant Secretary of DFA Office of Consular	Sales Executive
Department of Foreign Affairs	Hyatt Regency Hotel & Casino Manila
ASEANA Business Park,	1588 Pedro Gil Corner
Bradco Avenue corner Macapagal	M H del Pilar
Boulevard Paranaque City	Malate Manila 1004
Philippines	

Telephone: 63 2 651 9434	Telephone: 63 2 245 1234
Facsimile: 63 2	Facsimile: 63 2 247 1234
E-mail: oca_asu@yahoo.com	E-mail: eunicemonica.mora@hyatt.com

Hyatt Regency Hotel & Casino Manila agrees to hold the space listed below on a tentative basis until Friday 27 December 2013. Should Hyatt Regency Hotel & Casino Manila receive no confirmation by Friday 3 January 2014 Hyatt Regency Hotel & Casino Manila reserves the right to release the space tentatively reserved. Also, if the hotel receives a request for the space over the same period, we will notify you in writing and extend 72 hours (3 working days) to respond in writing as to whether you would like to confirm the booking. Afterwhich, the hotel reserves the right to release any space held.

**B. GUEST ROOM ACCOMMODATION**

**1. Main Group Dates**  
**29 - 31 January 2014**

**2. Room Block**

Wed 30 Jan	
Guestroom King	10

*Please note that the above room block may consist of a mixture of King and Twin rooms. Requests for specific bed types must be made in advance and we will do our best to accommodate special requests upon receipt of the group's rooming list.*

### 3. Room Rate

Hyatt Regency Hotel & Casino Manila is pleased to confirm these special rates to **Department of Foreign Affairs** for the **DFA 5th Philippines- Iran Joint Consular Commission Meeting**. Please note that these special rates are confidential and are not to be disclosed to a third party without the consent of Hyatt Regency Hotel & Casino Manila.

**a. For Group minimum of ten (10) rooms, rates below shall apply:**

Room	Single Rate	Double Rate
Guestroom King	Php 5,500 +++ OR	Php 6,300 +++ OR
	Php 6,785 nett	Php 7,749 nett
*Club King/ Twin	Php 8,000+++ OR	Php 9,500 +++ OR
	Php 9,840 nett	Php 11,685 nett

**b. For rooms below ten (10), Corporate Rates shall apply:**

Room	Single Rate	Double Rate
Guestroom King	Php 6,000 +++ OR	Php 6,800 +++ OR
	Php 7,380 nett	Php 8,364 nett
*Club King/ Twin	Php 8,500 +++ OR	Php 10,000 +++ OR
	Php 10,455 nett	Php 12,300 nett

\* Includes our Club benefits. Please refer Hotel Information sheet for more details.

The above room rate/s include/s one (1) / two (2) buffet breakfast(s) served in the Market Café and internet in the room.

The above rates are based on Philippine Peso (PHP) and are quoted on a per room, per night basis, subject to 10% service charge and the prevailing government tax.

### 4. Breakfast Charges (included in the package)

### 5. Additional Benefits for Regency Club Guests

The special group rate/s is/are quoted based on a minimum of 10 rooms per night for 2 consecutive nights. Should the room block fall below this minimum, the Hotel reserves the right to charge the shortfall between the actual room materialisation and the required minimum rooms per night OR revise the rates accordingly. If the room block is increased at any time, a new minimum requirement will be advised based on the revised block.

### 6. Extensions of Stay

We would be delighted to honour the group rate/s two (2) nights prior to and two (2) nights after the main group dates. However additional reservation requests will be subject to availability only. Should the group rates not be available, rooms will be confirmed at the Hyatt Daily Rate.

### 7. Complimentary Rooms

One (1) complimentary guestroom, will be extended for every fifteen (15) fully paid and materialized rooms on a nightly basis over the main group dates, i.e. **29 - 31 January 2014 inclusive**, up to a maximum of three (3) rooms per night, non-accumulative.

## C. FOOD AND BEVERAGE/MEETING ARRANGEMENTS

### 1. Food and Beverage/Meeting Schedule

Date	Start Time	End Time	Function	Room	Setup	Exp	Room Rental
29 Jan 14	6:00 PM	7:00 PM	Delegate Dinner	Le Salon I	Rounds	100	Php 1,400 nett inclusive of Dinner Buffet and one round of Iced Tea
30 Jan 14	8:00 AM	5:00 PM	Delegate Meeting	Le Salon I	Rounds	60	Php 1,850 nett inclusive of AM/PM Snack and Lunch Buffet with one round of Iced Tea
30 Jan 14	8:00 AM	5:00 PM	Delegate Meeting	Meeting Room I	Rounds	10	Secretariat Room

\* Kindly note that Le Salon 1 is currently waitlisted on January 29, 2014. Should you express keen interest in confirming your event at Hyatt Regency Hotel & Casino Manila, we would be pleased to contact the first client holding the space and push them for a confirmation/cancellation of the room.

### 2. Grand Meeting Plan

Rates above are inclusive of 10% service charge, 12% VAT and 1% Government Tax per person per day includes the following benefits:

1. Use of a meeting room from 8:00 a.m. to 5:00 p.m.
1. Choice of lunch: Event venue- Le Salon I
3. Two coffee breaks
  - Morning & Afternoon break with tea, coffee and a delectable selection of pastries and savories.
4. Basic audio/visual and meeting equipment, one of each of the following:
  - Flipchart
  - Whiteboard
  - Podium with lighting
  - Stand or table microphone
5. LCD projector rental at PHP 15,000 net per unit per day
6. Conference amenities including writing pads, pencils, mints and water
6. Dedicated Convention Services personnel to attend to all meeting arrangements
7. Breakout room will be an additional charge
8. Other equipment/services with additional charges as follows:
  - Broad band Internet Connection for single user at Php 2,000.00 net
  - Broad band Internet Connection for multiple user at Php 6,000.00 net
9. Requirement for early set-up/ingress are subject to availability of the function rooms with applicable ingress charges.
10. Discount on business center services (20%)

**All tarpaulins, banners and backdrops should be self supporting and must have their own frame and stand. The hotel may not be able to provide such requirements.**

Nothing shall be posted, nailed, screwed on or otherwise attached to columns, walls, floor, carpets or other parts of the building furniture. Distribution of promotional gummer, sticker, labels or smoking is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of **Department of Foreign Affairs**.

### 3. Minimum Guaranteed Attendance

A guaranteed attendance for all functions must be received at least ten (10) working days prior to the event. Charges for the event will apply to the guaranteed or actual number of people attending, whichever is higher.



#### 4. Service Charge and Tax

All rates quoted, unless otherwise specified as 'net', are subject to 10% service charge, 12% VAT and 1% government tax, non-commissionable.

*Please note that the Hotel reserves the right to change the venue or revise the price should the number of attendees change. If the number increases, the most appropriate venue will be confirmed only subject to availability.*

#### 5. Hyatt Gold Passport Planner Rewards®

By confirming your event with Hyatt Regency Hotel & Casino Manila, you will be able to earn one (1) bonus point for every eligible U.S. dollar spent on your event up to 50,000 bonus points per eligible meeting or event. The bonus points are cumulative and could be earned for both guest rooms and banqueting events. The points can be redeemed for Future Meeting Credits or free room nights at participating Hyatt hotels or upgrades to suites or club floors based on the total points achieved. Hyatt Gold Passport Bonus Points will be credited to the planner's Hyatt Gold Passport account after the meeting and/or event has been held and paid for in accordance with the Sales and/or Banqueting Event Contract.

To take advantage of these great rewards and benefits on your next meeting or event, join Hyatt Gold Passport today or visit: <http://www.hyatt.com/hyatt/meetings/programs/planner-rewards.jsp>

### GLOBAL PRIVACY

Hyatt Hotel and Casino Manila shall comply with the Global Privacy Policy for Guests available for your review at <http://privacy.hyatt.com> (the "Privacy Policy").

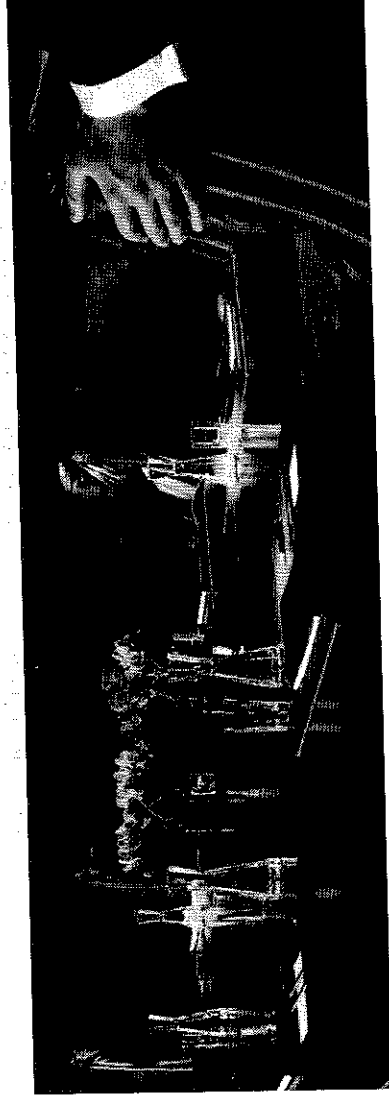
You, as the Customer shall, with respect to guests of Customer ("Customer's Guests") who stay at the Hotel pursuant to this Contract:

- (i) make the Customer's Guests aware of the Privacy Policy;
- (i) obtain the consent of the Customer's Guests to disclose their personal information to the Hotel; and warrant and represent to the Hotel that Customer is: (a) entitled to disclose the personal information of the Customer's Guests to the Hotel and (b) authorized to act as agent of each of the Customer's Guests for the purposes set out in this Section.

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SOFITEL  
LUXURY HOTELS

## INSPIRED MEETINGS



Department of Foreign Affairs

January 29, 2014

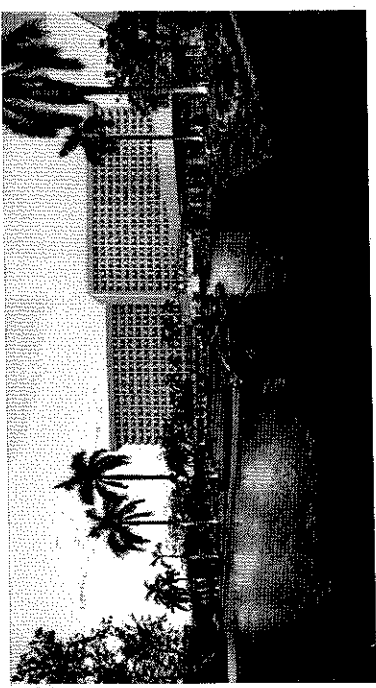
Department of Foreign Affairs  
Marie Reyes

Sofitel Philippine Plaza Manila  
Cynthia T. Esteban  
Director of Events Management  
+63 917 309 2129  
Tel. +63 2 832-6999  
h6308-sm1@sofitel.com

# SOFITEL

LUXURY HOTELS

## INSPIRED MEETINGS



### EXPERIENCE EXCLUSIVE MEETINGS AT SOFITEL

We understand that the events you organize are important to you, your company and your guests, and Sofitel Philippine Plaza is pleased to create a fruitful and customized experience.

A partner to your success, Sofitel is committed in making your affair a memorable occasion for you and your guests.

Our teams are entirely devoted to your event from its conception to its realization and will ensure the excellent standard that lies at the heart of Sofitel.

### WHAT HELD OUR ATTENTION IN YOUR REQUEST?

Thank you for considering Sofitel Philippine Plaza to be the venue for your event on **January 29-31, 2014**. We are pleased to advise that we have the capability to accommodate your expected number of guests. We understand the importance of the event and assure you of our total cooperation to ensure its success.

## INSPIRED MEETINGS

### PROPOSAL FOR YOUR EVENT

Based on our communication, please find our proposal as follows:

### OUR EXCLUSIVE SERVICES SELECTION

#### MEETING ROOMS

- Grand Plaza Ballroom
- 13 Function Rooms for Break-outs
- Harbor Garden Tent
- Grand Sunset Pavilion
- Please see Meeting Room Chart on Page 04

#### TECHNOLOGY

- State-of-the-art audio visual equipment
- Wireless connectivity
- See page 05 for list

#### BANQUETING

- Dedicated Events Sales Manager
- Fully-trained banquet services associates
- Varied menu choices including Cuisine Vitale for health and wellness
- Services of contractors – partners for audio visual, photography, entertainment, decoration and others

#### INSIDE & OUTSIDE ACTIVITIES

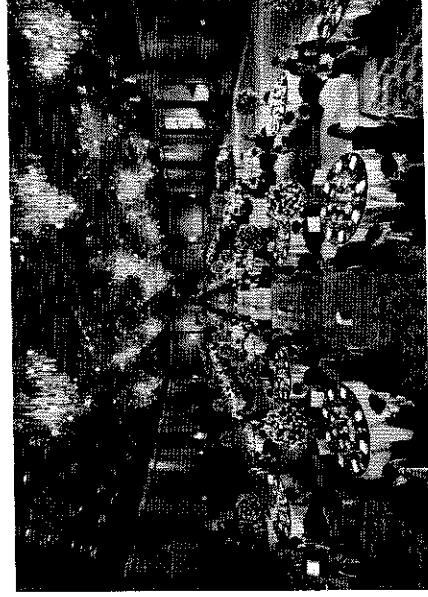
- Spiral
- Le Bar - A bistro, bar and library in one
- Snaps Sports Bar – serves a wide range of wines, spirits and gourmet comfort food
- Sunset Bar - al fresco dining, weekend Sunset BBQs and outdoor entertainment
- Lagoon-shaped swimming pool
- Aqua Golf and Putting green
- Tennis and Petanque courts
- Jogging trails

#### ADDITIONAL SERVICES

- Le Spa
- The Zen Institute
- Philippe Tordjman Le Salon
- Gymboree
- La Boutique
- 24-hour Room Service
- Business Center
- Travel Agency
- Car Rental / Limousine Service
- Medical and Dental Clinic
- Pharmacy
- Flower Shop, Optical Shop
- Secure Parking Space
- Shopping centers, museums and theatres nearby

## INSPIRED MEETINGS

### YOUR DETAILED EVENT



#### MEETING ROOMS

The elegant column-free Grand Plaza Ballroom measures 1,404 square meters that can accommodate 1,500 persons in a banquet setting and may be divided into three smaller function rooms. The ballroom has repeatedly hosted events of importance by heads of state, multi-national companies, and other momentous occasions such as weddings, debuts and birthday celebrations. Thirteen other function rooms can cater to different set-ups and meeting requirements.

Two fully air-conditioned tents, the Harbor Garden and Grand Sunset Pavilion provide additional function and exhibit space that can accommodate up to 450 and 2,000 persons, respectively. The tents allow flexibility in setting up a variety of themes and event requirements.

Meeting Rooms	Surface Area (sqm)	Length (m)	Width (m)	Height (m)	Classroom	Theatre	U-Shape	Board Room	Banquet	Reception
Davao	265	28.95	9.10	4.50	180	240	0	50	200	240
Boracay	286	20.40	14.00	3.70	180	240	0	40	200	240
Grand Plaza Ballroom	1403	29.20	48.05	7.00	884	1500	-	-	440	520
Luzon	581	29.20	19.90	7.00	330	520	-	-	1200	1500
Visayas	361	29.20	12.00	7.00	200	320	-	-	280	320
Mindanao	461	29.20	15.80	7.00	250	420	-	-	370	420
Mindoro	120	12.60	9.70	3.70	54	90	30	28	70	100
Romblon	78	12.60	6.40	3.70	30	60	20	28	50	70
Sulu	118	13.30	8.85	3.70	54	100	30	28	70	100
Cebu	35	7.00	5.20	3.70	15	30	11	16	20	30
Samar	123	13.20	9.60	3.70	70	100	30	28	80	100
Leyte	123	13.20	9.60	3.70	70	100	30	28	80	100
Palawan	42	7.60	5.50	3.70	15	30	11	16	20	30
Negros	75	9.70	8.10	3.70	30	70	24	20	50	70
Panay	123	13.20	9.60	3.70	70	100	30	28	80	100
Grand Sunset Pavilion	800	40.00	20.00	3.92	500	600	-	-	500	600
Harbor Garden	2100	70.00	30.00	7.00	1600	2000	-	-	1700	2000

## INSPIRED MEETINGS



### TECHNOLOGY

Ideal for all types of functions, Sofitel Philippine Plaza Manila can accommodate intimate gatherings, grand events, conventions and exhibitions. Convention facilities offer the latest audio visual equipment and meeting technology including wireless connectivity.

Please find below our equipments and meeting technologies which we currently provide.

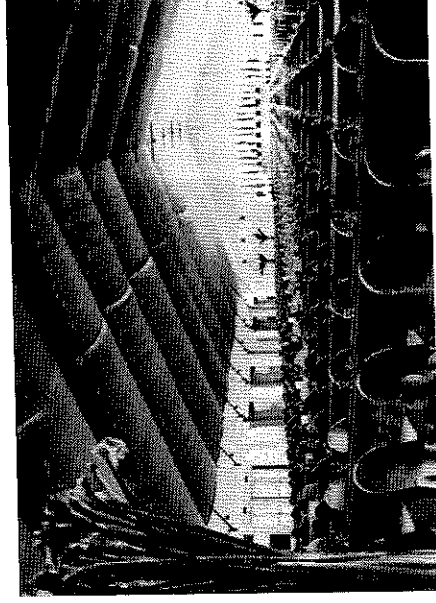
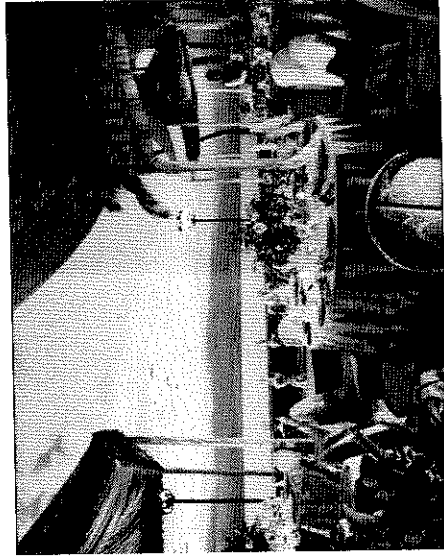
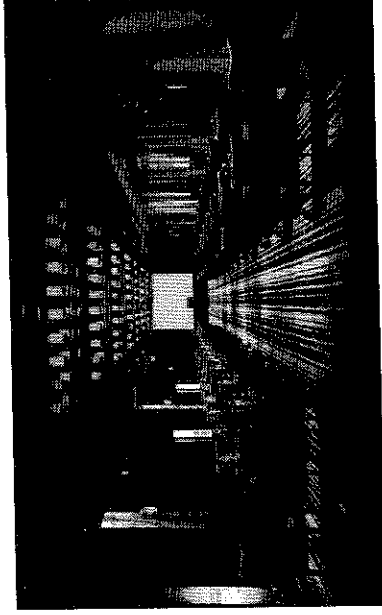
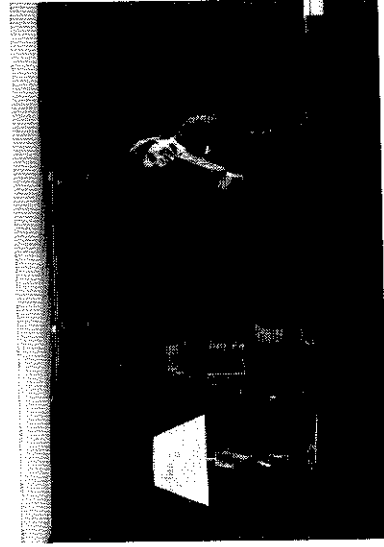
#### Audio Visual Package List

<b>Basic PA5 (Whole Ballroom)</b>	Grand Ballroom	PHP 8,000.00
4 pairs powered speakers	Harbor Tent	
1 unit microphone mixer	Sunset Pavillion	
4 units microphone with stand		
2 units CD or Cassette Deck		
1 Unit Snake System		
Wireless Lapel with battery		PHP 1,000.00
Wireless Microphone with battery		PHP 1,200.00
Follow Spot with Operator		PHP 2,000.00
Extra wired microphone		PHP 500.00
Standby technician (4hrs)		PHP 350.00
<b>Screen Rental</b>		
5 ft x 5 ft		PHP 700.00
6ft x 8ft		PHP 1,500.00
7.5 ft x 10 ft.		PHP 1,800.00
9 ft x 12 ft.		PHP 2,000.00
10.5ft x 14ft.		PHP 2,500.00
<b>Video Projector</b>		
4500 Ansi Lumens Projector with Screen		PHP 8,000.00
5500 Ansi Lumens Projector with Screen		PHP 12,000.00

## INSPIRED MEETINGS

### BANQUETING

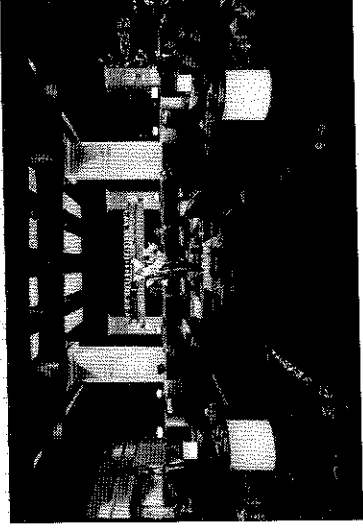
Meeting planners find that their every need is met and anticipated to make their meetings as productive and organized as possible. Packages offer conference amenities as well as catering to dietary concerns. A team of expert conference specialists attends to every detail to ensure a seamless and successful meeting or social event. The Banquet Services team can also assist in creating themed parties. International chefs prepare savory cuisines including *cuisine vitale* for healthy choices.



## INSPIRED MEETINGS

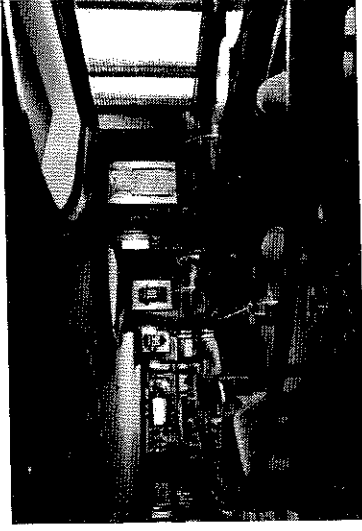
### INSIDE & OUTSIDE ACTIVITIES

**Spiral**, Sofitel's flagship restaurant, is poised to revolutionize the art of interactive dining in ways never before seen.



**Le Bar**, an innovative three-in-one concept – a bistro, patisserie and music lounge offers a quiet alternative and a luxury a la carte menu. Le Bar is designed by Spin Design Studio of Japan, the same firm that designed Spiral, the fashionable interactive dining outlet of the hotel which enjoys a wide following from Manila's epicurean diners.

**Snaps Sports Bar** is Sofitel's newly opened sports bar, designed with sports fans in mind. Sleek, modern interiors and large screen LCD TVs provide the optimum lounging and viewing experience, as guests may select from a menu of bar favorites - burgers, pizzas, hotdogs, as well as a delicious selection of gourmet comfort food. An array of wines and spirits are available for a sporting good time, and a billiard table is available for impromptu matches.



Cool down with a refreshing cocktail at **Sunset Bar** while enjoying the cool sea breeze and a view of the Manila Bay sunset. At night, dine under the stars while savoring the grilled specialties of the buffet. A cultural show of Philippine folk dances, unique among hotels in Manila, is performed every night. Poolside Barbeque offers grilled specialties of fresh seafoods, lamb, steaks, and salads with selection of local desserts.

Sports and recreational facilities enhance the leisure offerings in the hotel. A unique 10-stall aqua golf range allows guests to drive golf balls out to the open sea, where they float for retrieval. A service jogging trail within the 2-acre property and the larger CCP complex makes for a fun run or brisk walks. Tennis and petanque courts provide more sporty activities outdoors. The hotel's signature facility is the lagoon-shaped swimming pool with two giant slides and cascading waterfalls that is the centerpiece of a landscaped tropical gardens dotted with palm trees.





# SOFITEL

LUXURY HOTELS

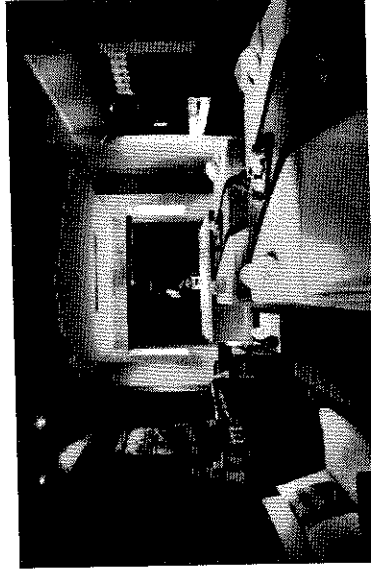
## INSPIRED MEETINGS



### ADDITIONAL SERVICES

24-hour room service, 24-hour Spa and Fitness Centre, valet parking, laundry & dry cleaning, medical clinic and 24-hour doctor on call, pharmacy, gift shop, kids club.

Le Spa at Sofitel, a 24-hour wellness sanctuary takes you to a sensuous journey of wellbeing through exclusive Signature treatments and pampering body rituals, using unique French techniques and premium French products. With elegant interiors of modern naturals, Philippine shell, dark wood and natural accents, Le Spa has complete and modern facilities such as lounge, dry and wet sauna, salon, boutique with wide array of French cosmetics, *Decleor* skin care, *L'Oreal* and *Kerastase* for hair care, foot spa area, manicure and pedicure station and nine treatment suites which include a duo suite room with huge bath tub and a spa suite with state-of-the-art *Trautwein* Crystal Bath and sundeck.



## INSPIRED MEETINGS

The hotel's state-of-the-art fitness centre, So Fit, includes the latest aerobic equipment, a sauna and Jacuzzi. Yoga and Pilates classes are perfect for a relaxing workout, while kinesis training, a revolution in exercise for all fitness levels, promotes muscle endurance, flexibility and core balance.

At the creative helm of **Philippe Tordjman Le Salon** is renowned French international celebrity stylist Philippe Tordjman, who has in his team highly skilled hair and makeup specialists. Philippe's Salon brings to guests the very latest in hair care technique and technology, as Philippe Tordjman himself looks after the daily salon operation at Sofitel. He has styled some of the most celebrated personalities of our time, including US Secretary of State Hillary Clinton, Antonio Banderas, Meg Ryan and Melanie Griffith.

**The Zen Institute** is a medical spa nestled in the second level of Le Spa. It features the finest in natural, non-invasive beauty solutions such as facial contouring and body sculpting. The Zen Institute's philosophy on beauty is holistic as it brings to guests the latest innovations in health and wellness. The Institute offers a variety of state-of-the-art skin care treatments and nutritional counseling, led by a team of medical doctors.

**Gymboree** is the place where children learn through play. Our centers offer a full range of developmentally appropriate classes for children, **newborn through 4 years old**. Our playscape features over 45 pieces of play equipment exclusively designed by a famous American playground designer. Parents or caregivers bring their child in once at least week to experience colorful playscapes and creative activities led by high energy teachers in a fun-filled program that supports their child's **social, cognitive and motor skills development**. Gymboree is a creative mix of learning and fun. Gymboree party packages are available.

A host of other services include a Business Center, car rental, travel agency, flower shop, optical shop, pharmacy, medical clinic, photography, novelty boutiques, medical and dental clinics, laundry and valet services, and secure parking space that put your convenience first.

## INSPIRED MEETINGS

### FUNCTION ROOM ARRANGEMENT

We have tentatively reserved function space for your group based on the following arrangements:

DEPARTMENT OF FOREIGN AFFAIRS			
DATE	TIME	FUNCTION	NUMBER OF PERSONS
January 29, 2014	7:00 PM - 11:00 PM	Boracay	100
January 30, 2014	7:00 AM - 5:00 PM	Davao	60
	9:00 AM - 5:00 PM	Boracay	TBA
			Waived in lieu of F&B availed
			Waived in lieu of F&B availed
			Non-Consumable Rental of PHP 50,000 NET

PLATED DINNER  
AM / PM SNACKS  
BUFFET LUNCH  
BUFFET BREAKFAST

PHP 1100+++ / 1351 NET per person  
PHP 300+++ / 368 NET per person  
PHP 1300+++ / 1597 NET per person  
PHP 1200+++ / 1474 NET per person

Inclusive of ;

- Usage of Meeting Venue with Free Flowing Freshly Brewed Coffee and Tea during the meeting
- Morning or Afternoon Coffee Break with selections of Sweet and Savory Snacks
- International Buffet Selection for breakfast and lunch inclusive of One (1) round of regular non-alcoholic beverage ( Choice of, Chilled Juices, Iced Tea, Soda or bottled water)
- Writing Pads and Pencils, Flipcharts and Marker.
- Mints for all the participants
- 10 % Complimentary Car Passes based on the guaranteed number of persons.
- Flat rate at Php 150. 00 nett on succeeding car passes.
- Designated Inspired Meeting Concierge during the event

## INSPIRED MEETINGS

### GUEST ROOM ARRANGEMENT

Your preferred rates are indicated below:

Room Type	Single/Double Occupancy Rate
Superior Room	PHP 6,370+++ / 7,824 NET
Sofitel Suite Room	PHP 14,945+++ / 18,356 NET

Rates are inclusive of 10% service charge, 12% VAT and 0.825% & government tax.

### AMENITIES

We have included the following amenities in our room rates:

Complimentary access to SoFit and LeSpa

Buffet breakfast

Two (2) bottles of mineral water (replenished daily)

Daily newspaper

### COMPLIMENTARY SCHEDULED SHUTTLE TO MALL OF ASIA

<u>DROP OFF</u>	<u>PICK UP</u>
(Sofitel Front Drive)	(SM Mall of Asia)
10:30 AM	12:00 PM
11:30 AM	2:30 PM
2:00 PM	5:00 PM
4:30 PM	

## INSPIRED MEETINGS

### TERMS AND CONDITIONS OF RESERVATION

This estimate is valid until December 20, 2013, otherwise, should we not receive any confirmation by signing this agreement, we shall release the booking without further notice and neither party will have any obligations under this agreement. In this case, we ask that you provide us with confirmation of your request (not including Saturdays, Sundays, and bank holidays in the region where the hotel is located) by returning a signed copy of the estimate, bearing your company's stamp, as well as a signed and dated copy of the General Terms and Conditions of Sale with the words "Signed as agreed."

### TERMS AND CONDITIONS OF PAYMENT

- 50% Down payment upon signing of contract.
- Full payment to be made at least 7 working days before the event.

#### BANK DETAILS:

Bank Name: Bank of the Philippine Islands (BPI)  
Account Name: Philippine Plaza Holdings Inc  
Peso Account Number: 3133-2428-63  
US Dollar Account Number: 3134-0155-18  
Routing Code: 000005873  
Swift Code: BOIPHMM

Immediately after the event, a general bill will be presented. This bill will reflect prior payments and any additions or changes that may have taken place after the signing of the agreement.

To confirm your reservation, we ask that you please return a duly signed copy of this agreement. The company acknowledges that it has been informed of the General Terms and Conditions of Sale enclosed along with the estimate and agrees to comply with said terms and conditions and to return a duly signed copy of this document to us.

# INSPIRED MEETINGS

## GENERAL TERMS & CONDITIONS

### BUSINESS MEETINGS & GROUP

**ARTICLE 1: APPLICATION of the General Terms of Sale (G.T.S.).**  
These General Terms of Sale apply to services relating to the organisation of meetings / events.  
These General Terms of Sale are sent to the Client together with the proposal so as to enable it to make its reservations. Consequently, any and all reservation implies that the Client has fully and unreservedly accepted these Terms, to the exclusion of any and all other documents such as prospectuses, sales documents, etc.  
In the event of a conflict between the provisions set forth in the proposal signed by the Client and those set forth in these G.T.S., the provisions of the estimate shall take precedence.

**ARTICLE 2: RESERVATION CONFIRMATION**  
The Client shall confirm its reservation prior to the option date and shall return to the establishments a copy of the estimate and the General Terms of Sale, duly dated and signed by the Client, bearing the handwritten words "Approved for agreement", together with its stamp.  
These documents shall be accompanied by payment of the deposit which represents a material and determining condition of the reservation. Should the deposit not be paid, the establishment(s) shall not confirm the reservation and shall not guarantee availability of the reserved spaces / rooms.

### ARTICLE 3: ORGANISATION OF THE RESERVATION

**1/ COVERS**  
Should your actual number of guests exceed more than 10% of the guaranteed number, client agrees to hold the hotel free and harmless from any damage or any inconveniences to the client's guests.  
The Client shall advise the relevant establishments, in written form (fax or letter), of the exact number of covers required for each meal, 8 business days prior to the event's start date (not including Saturday and Sunday). A reduction in the number of participants shall be considered as a partial cancellation of the reservation and shall give rise to the application of Article 5 on cancellation.  
The Client shall confirm its choice of restaurant service (menu, buffet, cocktail party ...) at least 8 business days prior to the date of the event. Failing this, the hotel reserves the right to impose a choice within the category chosen by the Client. It is hereby stipulated that restaurant services which are not fully consumed pursuant to a package deal shall not give rise to any and all price reduction.

**2/ NO-SHOWS**  
"No-Shows" ordered services which are not cancelled shall be invoiced to the Client on the basis of the whole stay.

**3/ AVAILABILITY OF SPACE**  
The Client shall inform each of the relevant establishments prior to the start of the event of any and all major change in the number of participants in the event.  
In all cases, should the number of participants be less than the number set forth in the estimate, the Client may be allocated a different space from the one which was initially provided for, as a result of the establishment's own management considerations.

**3/ CHANGE IN THE NUMBER OF PARTICIPANTS**  
A reduction in the number of participants is considered as a partial cancellation of the reservation and shall cause Article 5 on cancellation of these Terms to be applied, whether this relates, in particular, to accommodation, restaurant services or rented spaces. Should the number of participants be more than the number set forth in the estimate, the availability of spaces shall only be confirmed after receipt of the supplement to the deposit corresponding to the variation in the reservation.

### ARTICLE 4: CHANGES TO SERVICES

Any and all request for changes to services as regards the accepted proposal shall be sent to Sofitel Philippine Plaza in writing.  
In the absence of Sofitel Philippine Plaza's written acceptance within 8 days of receipt of the request, the contract shall be deemed as continuing according to the terms and conditions set forth in the estimate accepted by the Client.

### ARTICLE 5: CANCELLATION

As invoicing is carried out on services ordered on the basis of the whole stay, the Client is requested to pay particular attention to the conditions for cancellation set forth hereinafter. Cancellations, of all or part of the initial reservation, shall be sent in writing.

5.1/ Full cancellation

Changing the date of the event shall be deemed as being a full cancellation and shall cause the cancellation conditions to apply.  
Failure to pay the contractual deposits (other than the 1st deposit) shall also be considered as a cancellation. In the event of failure to comply with the payment dates, the hotel shall be entitled to request immediate payment of the event's balance from the Client, and the latter's payment shall be received by the hotel within 8 days as from the date of the hotel's written request. Should payment not be received within this timeframe, the event shall be considered to have been cancelled by the Client.  
In the event of full cancellation of the contract by the Client, which is not justified by the hotel's failure to meet its obligations, a cancellation fee shall be invoiced:  
- if the cancellation notice is received more than 30 days prior to the first day of the event, the establishment shall keep the deposits paid as compensation.  
- if the cancellation notice is received less than 30 days prior to the first day of the event, the Client shall settle the balance of the cost of the service as set forth in the proposal / contract.

**5.2/ Partial cancellation**  
Partial cancellation represents a reduction in the amount of the estimate for any reason whatsoever: reduction in the duration of the event, the number of people, and/or the ordered services.

In the event of partial cancellation of the contract by the Client, which is not justified by the hotel's failure to meet its obligations, a cancellation fee shall be invoiced and calculated according to the date when the cancellation notice is received:

- if the cancellation notice is received more than 120 days prior to the first day of the event: 10% of the number of rooms per night.
- if it is received between 60 days and 31 days prior to the first day of the event: 5% of the number of rooms per night and/or the number of participants per day and/or the total amount of the estimate for the rental of reserved function rooms may be cancelled without penalty.
- To the exclusion of this 5%, any and all other cancellation shall be subject to invoicing at 80% of the total cancelled amount.
- if it is received between 30 days and 8 days prior to the first day of the event, any and all cancellation shall be invoiced at 90% of the total cancelled amount.
- if it is received less than 7 days prior to the first day of the event, any and all cancellation shall be invoiced at 100% of the total cancelled amount.

**5.3/ revision of conditions**  
The foregoing conditions for cancellation may be altered according to the establishment's operating imperatives and the exceptional or complex nature of the event.

Any request for full or partial cancellation shall be sent in writing to each of the relevant Establishments.

### ARTICLE 7: PRICES

Prices are expressed in the currency of the country in which the service is to be provided. The prices set forth in the estimate are granted for a then-current period until the option date. Confirmed prices in the estimate shall be firm for one month as from the date when the estimate is sent to the Client. Subsequent to this period, they may be modified according to economic conditions. The applicable prices shall then be those in force on the date when the service is provided.

The prices may be supplemented by visitors' tax in some cities. They may be changed in the event of legislative and/or regulatory reform which may cause price variations, such as: change to the applicable VAT rate, introduction of new taxes, etc.

In all cases, if the order (number of rooms and/or meals and/or meeting rooms) were to be at least 20% less than the initial estimate, the Client may be granted new prices as a result of reduced services.

### ARTICLE 8: OVERTIME FOR LATE OPENING

The rental times for spaces are broken down as follows:  
Either from 9.00 a.m. to 5.00 p.m., or from 7.00 p.m. to 12.00 a.m. Outside these times, additional rental expenses shall be applied on the basis of effective prices.

### ARTICLE 9: TERMS OF PAYMENT

**1/ Deposits**  
Charges will be based on the minimum guaranteed number or the actual number, whichever is greater. If guaranteed number is reduced by at least 20% of original guarantee, the Hotel reserves the right to reassign the function room which is more suitable for the number of guests or charge you a fixed rental fee for the use of the venue.

## INSPIRED MEETINGS

The price shall be paid as follows:

1/ 50% upon signing of the contract. Full payment 2 weeks before the event.

2/ Payment deadline

The amount of this/these deposit(s) shall be deducted from the final invoice (the balance), subject to the possible charging of cancellation fees.

Unless provide for otherwise in the estimate, the balance invoices shall be drawn-up by each establishment and shall be paid within 5 days of the invoice date, at the latest.

In the event of disagreement as to part of the invoice, the Client undertakes to immediately settle the undisputed part of the invoice and to inform the relevant establishment in writing of the cause of the opposition.

It is hereby stipulated that amounts paid in advance shall not bear interest. Similarly, early payment shall not provide entitlement to a discount.

3/ Incidental charges  
Payment for extras (laundry service, minibar, telephone, etc.) and other services ordered individually by one or several participants shall be paid directly by said participants at the establishment's reception desk prior to their departure (individual payment).

Additional services or Food and Beverage requirement on top of the minimum guarantee incurred during the event shall be paid in cash or credit card immediately after the event.

4/ non-payment  
In the absence of payment at the contractual due date, penalties for delay shall be payable at a rate of 10% per annum upon receipt of formal notice. Moreover, a fixed penalty of 15% of the amounts owed shall be payable in the event of debt collection proceedings.

### ARTICLE 10: PHOTOGRAPHIC REPORT

The Client is requested to advise the relevant establishment beforehand of the possible presence of a photographer, and shall be personally responsible for obtaining all authorisations which may be required.

### ARTICLE 11: EXHIBITIONS, FAIRS AND DECORATION

Any and all facilities installed by the Client shall comply with the provisions of the establishment's specifications and with the most-recent safety guidelines in force. Any and all project for decoration or setting-up stands shall be referred to the establishment and shall include 5 copies of the facilities' [documentation], otherwise authorisation to exhibit shall be refused.

Clients organising exhibitions or trade fairs shall provide the establishment, at least 15 days prior to the start date of the event, with the prefectoral authorisation required for such commercial events. The Client undertakes to return the occupied premises to their original condition, at its expense.

### ARTICLE 13: ENTRANCE FEE

At the same time as it sends the accepted estimate and the deposit, the Client undertakes to represent to the establishment, in a written document, that it accepts full liability when the event organised in the hotel's premises is subject to an entrance fee.

In this case, entrance fees shall be paid inside the rented premises. Under no circumstances may the establishment's staff be involved in collecting such fees.

### ARTICLE 15: COPYRIGHT

The Client shall assume personal responsibility for any and all declarations and payments of any and all royalties, in respect of the broadcasting of any and all musical works and, more generally, for any and all entertainment inside the premises (band, shows, records, etc.)

### ARTICLE 16: TRANSPORT

It is hereby stipulated that the establishment shall not provide any service in respect of transport for participants. The Client undertakes not to invite any person whose behaviour could injure the establishment, with the latter reserving the right to intervene if necessary.

### AGREEMENT, TO BE RETURNED

For: DEPARTMENT OF FOREIGN AFFAIRS  
Name: MARIE REYES  
Function: MEETING

PASAY CITY, DECEMBER 12, 2013

For: SOFITEL PHILIPPINE PLAZA MANILA  
For: CYNTHIA ESTEBAN  
For: DIRECTOR OF EVENTS



Department of Foreign Affairs

January 29, 2014 14

The Client may not bring in any beverages or food items from outside. The Client undertakes to ensure that the participants and their guests comply with all the establishment's guidelines and rules (in particular, the ban on smoking in communal areas).

The Client shall ensure that the participants do not disrupt the establishment's operations, or compromise the safety of the establishment or of the people inside it.

### ARTICLE 17: INSURANCE - DAMAGE - BREAKAGES - THEFT

The Client shall be responsible for the goods and equipment brought [to the establishment] by it or by the participants. The Client shall be personally responsible for taking out any and all insurance policy (Damage - civil liability), which it may deem necessary. In particular, it is recommended that the Client take out specific insurance cover in the event of the presence of large equipment or valuable property as the establishment shall not be held liable in the event of damage to, or theft of, said property.

The Client shall be liable for all damage attributable to it (in particular, that caused by participants or their guests) and undertakes, in the event of damage to the premises provided, to bear the cost of returning said premises to their original condition. Under no circumstances shall the establishment be held liable for damage of any nature whatsoever, in particular, theft or fire, which may occur to, or damage, the items or equipment left by the Client or the participants during the event which is the subject of this reservation.

### ARTICLE 18: RECOMMENDATIONS

The Client undertakes not to invite any person whose behaviour could injure the establishment, with the latter reserving the right to intervene if necessary. The Client may not bring in any beverages or food items from outside. The Client undertakes to ensure that the participants and their guests comply with all the establishment's guidelines and rules (in particular, the ban on smoking in communal areas).

The Client shall ensure that the participants do not disrupt the establishment's operations, or compromise the safety of the establishment or of the people inside it.

### ARTICLE 19: FORCE MAJEURE

The obligations set forth herein shall not apply, or shall be suspended, if their performance becomes impossible as a result of an event of force majeure such as, in particular: actions by the public authorities, hostilities, war, arbitrary act by government or other authority, act of God, fire, flood, strikes without notice, ... The Parties shall make every effort to anticipate or limit the impact of non-performance of the contract owing to an event of force majeure; the Party wishing to invoke an event of force majeure shall immediately advise the other Party of both the start and end of such an event, otherwise it shall not be exempt from liability.

### ARTICLE 20: BANQUETS

Should the Client wish to bring its own beverages then a corkage charge shall apply and shall be charged for each bottle. After 2.00 a.m., staff expenses shall be invoiced for each additional hour and for each person on duty, on the basis of effective rates. Finally, it is hereby stipulated that children, who may participate in the event, shall do so under the sole responsibility of their parents and/or the Client.

It is hereby further stipulated that the Client may not bring-in any food for the event, in any form whatsoever, either fully or partially. Should it wish to take-away part of the unconsumed food / drink after the banquet, it shall be fully liable therefore, without any and all right of action against the hotel.

### ARTICLE 21: CLAIMS AND DISPUTES

Any and all claim and opposition shall only be considered if it is made in writing to the establishment within a maximum of 8 days following the end of the event. Philippine law shall be the governing law, or otherwise, it shall be the law of the country where the hotel is located if the contract concerns a single establishment outside the Philippines.



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