



**ATTY. ANDREI C. SAMSON**  
 OIC - Senior Manager  
 Fact-Finding, Investigation and Enforcement Department  
 PHILIPPINE HEALTH INSURANCE CORPORATION  
 Room 811, 8th Flr. Citystate Centre,  
 709 Shaw Blvd. Brgy. Oranbo, Pasig City  
 Landline No: 637-6460 / 441-7444 loc. 7550  
 Mobile No: 0999-981-6963  
 Email: [delossantoska@philhealth.gov.ph](mailto:delossantoska@philhealth.gov.ph)

Dear Atty. Samson,

Warm Greetings from One Tagaytay Place Hotel Suites!

We are pleased to offer you our special Room and Meal package rates made exclusively for your group.

**I. Services Offered**

|  |  |                       |
|--|--|-----------------------|
| <b>Function Date</b>   | <b>August 2-5, 2016</b>  |                       |
| <b>Type of Function</b>  | <b>Philhealth Multi-Sectoral Fraud Awareness Forum - Strengthening Social Health Insurance Through Collaboration with Stakeholders and the Community</b> |                       |
| <b>Number of persons</b>   | <b>Depends per day</b>   |                       |
| <b>Service Details: Rooms – August 2-3, 2016</b>   |  |                       |
| Deluxe Single Room   | Php 2,800.00 x 1 day x 14 rooms  | Php 39,200.00         |
| Deluxe Twin Sharing Room   | Php 2,800.00 x 1 day x 6 rooms   | Php 16,800.00         |
| Deluxe Triple Sharing Room   | Php 3,300.00 x 1 day x 27 rooms  | Php 89,100.00         |
| <b>Rooms – August 3-4, 2016</b>  |  |                       |
| Deluxe Single Room   | Php 2,800.00 x 1 day x 1 room  | Php 2,800.00          |
| <b>Rooms – August 3-5, 2016</b>  |  |                       |
| Deluxe Single Room   | Php 2,800.00 x 2 days x 1 rooms  | Php 5,600.00          |
| Deluxe Twin Sharing Room   | Php 2,800.00 x 2 days x 4 rooms  | Php 22,400.00         |
| Deluxe Triple Sharing Room   | Php 3,300.00 x 2 days x 19 rooms   | Php 125,400.00        |
| Meals for August 2-5, 2016   | Php 260,960.00 x 1   | Php 260,960.00        |
|  | <b>GRAND TOTAL</b>   | <b>Php 562,260.00</b> |
| <b>INCLUSIONS:</b>   |  |                       |
| <b>Accommodation</b>   |  |                       |
| A.) Accommodation for the number of persons stated above on Room requirements, with free bottled water, coffee tea, and toiletries inside the rooms.   |  |                       |
| <b>Meals</b>   |  |                       |
| <ul style="list-style-type: none"> <li>• Complimentary Breakfast, Am Snack, Managed Buffet Lunch, Pm Snack, Managed Buffet Dinner</li> <li>• 1 Round of Drinks per meal</li> <li>• Complimentary use of function room on August 2-4, 2016, 8:00am to 9:00pm, August 5, 2016 – 8:am to 12:00nn</li> <li>• Complimentary Wi-Fi internet access in the Lobby, Restaurant, Function room and Guest Room.</li> <li>• Complimentary use of swimming Pool</li> <li>• Complimentary Welcome Banner and Backdrop</li> <li>• Complimentary parking</li> <li>• Complimentary use of Fitness Center</li> </ul> |  |                       |
| <ul style="list-style-type: none"> <li>• Flowing Coffee, Tea &amp; Water Dispenser, Philippine Flag</li> </ul>   |  |                       |

- 2 Whiteboard with marker & eraser and white screen for LCD
- Pads and pencil and assorted candies and mints
- Waived electricity charge for LCD and Laptops
- Rostrum with microphone / PA system with microphone
- Registration Table with phone

## II.) MEETING REQUIREMENTS

We have reserved the appropriate function rooms based on the schedule you have provided us with:

| Date           | Time              | Function Room         | Meals   | Set-up    | Number of Persons                 |
|----------------|-------------------|-----------------------|---|-----------|-----------------------------------|
| August 2, 2016 | 5:00 PM – 9:00PM  | Aurora Grand Ballroom | Managed Buffet Dinner   | Classroom | 107                               |
| August 3, 2016 | 8:00 AM – 7:00 PM | Aurora Grand Ballroom | Complimentary Breakfast<br>Am Snack<br>Managed Buffet Lunch<br>PM Snacks<br>Managed Buffet Dinner               | Classroom | 107<br>207<br>207<br>207<br>108   |
| August 4, 2016 | 8:00 AM – 7:00 PM | Aurora Grand Ballroom | Complimentary Breakfast<br>Am Snack<br>Managed Buffet Lunch<br>PM Snacks<br>Managed Buffet Dinner<br>Fellowship | Classroom | 108<br>67<br>67<br>67<br>66<br>66 |
| August 5, 2016 | 8:00 AM – 7:00 PM | Aurora Grand Ballroom | Complimentary Breakfast   | Classroom | 66                                |

\*Should there be changes in the number of participants; the hotel reserves the right to reassign the function rooms to be used for the event.

### **Inclusions:**

- Use of Conference Room **(August 2-5, 2016)**
- Sound system with microphones
- Whiteboard with markers
- Widescreen
- Pads and pencils
- Flipcharts
- Free-flowing brewed coffee or tea
- Mints / candies
- Extension Cords
- LCD Projector c/o Client but waived on Electrical Charges.

### **TERMS AND CONDITIONS:**

1. One Tagaytay Place Hotel Suites requires the full payment of all room and banquet requirements Fifteen (15) days after the receipt of the Statement of Account (SOA). Client shall provide the Hotel with signed contract of the above arrangements.
2. For check payments and deposits, please make check payable to **AURORA PREMIER HOTELS & RESORTS CORP.**, the owning company of **ONE TAGAYTAY PLACE HOTEL SUITES** or deposit to the following bank details;

**Name of account** : **Aurora Premier Hotels and Resorts Corp.**  
**Name of Bank** : **Landbank of the Philippines**  
**Peso Account No.** : **1502-1057-67**  
**Account Type** : **Current / Checking**  
**Swift Code** : **TLBPPHMM**

3. Revisions/ Changes in guestroom and banquet requirements should be relayed to One Tagaytay Place Hotel Suites in writing at least seven (7) days prior to group's arrival.
4. Any cancellation will be subject to a cancellation charge equivalent to a one night stay and the total food and beverage costs being released based on the number of days reserved.
5. Should the client opt to postpone the event for another date, the client should inform the hotel in writing fourteen (14) days prior to the group's original schedule. Failure to inform the hotel shall result to a cancellation charge equivalent to the total amount of rooms and food and beverage charges.
6. The Client agrees to settle additional charges incurred during their stay / event and should be settled in full upon check out thru Cash, Company Check or Credit Card only unless send bill arrangements have been pre approved.
7. The Hotel prepares an allowance of ten percent (10%) on meal requirements based on the minimum guaranteed. The Hotel shall not be held liable for the delay in service should the number of covers exceed the 10% allowance.
8. Billing will be based on the guaranteed number of attendees contracted for, or actual attendance whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.
9. Please be advised that bringing in of food and beverage at One Tagaytay Place Hotel Suites is strictly prohibited. In the event that the Hotel allows the Client to bring in Food and Beverage, applicable corkage fees to apply. The Hotel shall not be held liable for the quality and condition of the food and beverage brought into the Hotel.
10. DAMAGE BOND – A damage bond in the amount of (20% of total amount due) shall be required for special set ups and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may arise from ingress until egress period. Damage bond is refundable in full, without interest, seven (7) business days after the event provided that no damage was incurred at the Hotel event venue. In the event that this is done without authorization and damage is incurred, the Hotel shall assess the damage and automatically bill the cost of repair and or replacement to the Client.
11. Deposits are refundable only in conjunction with cancellation in Force Majeure Circumstances as mentioned in Force Majeure clause
12. Failure to comply with the agreed terms of account settlement stated in this contract, the Hotel shall charge an additional ten percent (10%) to the outstanding balance of the Client.
13. Should the payment be enforced by court action, the Client shall pay an additional twenty five percent (25%) of the money judgment by way of attorney's fee.

**FORCE MAJEURE CLAUSE**

By signing of this contract, One Tagaytay Place Hotel Suites shall not be liable for failure to carry out such arrangements as mentioned which are caused by labor disputes, Acts of God or conditions beyond our control.

I hope you find everything in order. Should the terms and conditions of this conforme letter meet your approval, please sign on the space provided below.

We look forward to welcoming you and your guests at One Tagaytay Place Hotel Suites!

Prepared by:



**Judy Grace V. Aniceto**

Sales Manager

One Tagaytay Place Hotel Suites

Conforme:

**ATTY. ANDREI C. SAMSON**

**OIC – Senior Manager**

**Fact-Finding, Investigation and Enforcement Department**

**PHILIPPINE HEALTH INSURANCE CORPORATION**