



CONTRACT / CONFIRMATION OF BOOKING PhilHealth

This letter will serve to confirm your booking as detailed below:

Date : April 14, 2016
Name of guest : **MS. NERISSA R. SANTIAGO**
VP, Office of the Actuary
Chairperson, GAD FPS
Mobile Number : 0918 - 937 - 1425
E-mail add : malitm@philhealth.gov.ph
Function Date : April 18 - 22, 2016
Name of Activity :

Particulars	Amount
(5Days / 4 Nights, April 18 - 22, 2016) Live - in Package Rate at 38 persons x Php 10,365.00 / person	Php 393,780.00
Total Estimated Cost	Php 393,780.00 =====

I. PACKAGE RATE INCLUDES:

A. Room Accommodation Package Includes:

- Four (4) nights air-conditioned accommodation
- Four (4) Manage Buffet Breakfasts (April 19 - 22, 2016)
- Three (3) Set AM Snacks (April 19 - 21, 2016)
- Three (3) Manage Buffet Lunches (April 19 - 21, 2016)
- Three (3) Set PM Snacks (April 19 - 21, 2016)
- Four (4) Manage Buffet Dinners (April 18 - 21, 2016)
- In room bottled drinking water
- Use of Hotel's fitness gym and swimming pool
(Note: Use of Sauna and Jacuzzi is chargeable at Php 500.00/pax/use)
- Use of the game room facilities: billiards, chess, darts and table tennis
- Entrance to Club spheres and Atmo bar
- Round trip transfer from the airport/seaport to Hotel and Vice versa

B. Conference Package Includes:

- Use of air - condition function room from April 18 - 21, 2015
- Use of sound system w/ microphone/s and rostrum
- Table and screen for a unit of LCD projector, whiteboard + marker
- Flowing coffee/tea, and mineral water with dispenser during the official sessions
- Use of backdrop (letter cut-outs), and use of secretariat table with chairs

TERMS & CONDITIONS:

The PhilHealth shall pay in accordance with the number of persons finally contracted not with standing under attendance or in case of non-appearance of the engager.

BILLING ARRANGEMENT:

- The hotel will require **50%** guarantee deposit **OR** if send bill please send us Letter of Authority & Letter of Availability of Funds (**for management approval**).
- Full Settlement of the hotel charges shall be made right after the function.
- Only contracted banquet and room accommodation charges shall be charged for the account of the **PHILHEALTH**. Other incidental charges that are authorized and signed by **MS. NERISSA R. SANTIAGO** shall be charged for the account of the **PHILHEALTH**.
- Incidental charges such as mini bar consumption, pressing, laundry, room service and outlet consumption without the approval / signature of the authorized signatory shall be charged to personal account payable prior to or upon checkout.

Cancellation / Amendments / No Show Clause:

All room allocations and function bookings received shall be treated as guaranteed and shall be subject to Cancellation / amendment charges as follows.

- a. Any cancellations / amendments notice made and acknowledge within prior to arrival date and **No Shows** shall be charged 100 % of the total hotel charges;

MCH Contract For Room & Banquet
For **PhilHealth**
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- b. Item/inclusions in the package that are not availed of are non-refundable & non-deductible.
- c. If guests decide to shorten their stay, payment for the unused night shall be non-refundable & non-deductible.

The Hotel reserves the right to release the rooms if the required payments are not received by the due dates.

AUTHORIZED BILLING SIGNATORY: (please affix specimen on space provided)

Payment References:

** Manila office:

1 Sacred Heart Street, Horseshoe Village, Cubao, Quezon City
Tel.No. (02) 724-0538; (02) 724-1051/52

** Philippine National Bank – Tagbilaran Branch

Savings Account Name: O.G. Holdings Corporation
Savings Account No. 233-0913000-14

** Metro Bank – Tagbilaran Branch

Savings Account Name: O.G. Holdings Corporation
Savings Account No. 123-3-03320607-0

- **We accept Cash, Manager's Check**

Notes: All bank charges are to be borne by the depositor

Please email or fax copy of your deposit receipts to fax no. (038) 501-8282

Confidentiality:


Both parties agree to keep all information contained in this Agreement private and confidential and not to disclose them to a third party for any reason or purpose.

Many thanks for choosing MetroCentre Hotel & Convention Center!

Prepared by:


JOHN PAUL FRANCIS NUÑEZ
Sales & Marketing Officer

Confirmed by:


MS. NERISSA R. SANTIAGO
VP, Office of the Actuary 