



MS. CHERIE CARMEN B. DIVINA
Head SBAC and Procurement Office
thru: Ms. Michelle Llaguno
PHILHEALTH
Citystate Center, 709 Shaw Blvd,
Pasig, Philippines

Tel. No: 02.637.3158
Mobile No.: 639.235.417.746
Email: llagunom@philhealth.gov.ph

Dear Ms. Divina,

Re: Philhealth/ Seminar (Mid-Year Assessment)
July 13 – 15, 2016

As per your specific requirement, we have outlined the following terms and conditions of the arrangement for your review and agreement:

MEETING PACKAGE

For a minimum of **26 Persons**, we are pleased to confirm your meeting package breakdown as follows:

Event / Meeting / Activity	Date	Time	Gtd. No. of Persons	Venue	Rate	Remarks
Meeting Package	July 13 , 2016	8AM – 5PM	26 Persons	Kudyapi	Php 1,000.00	Menu: AM Snack Buffet Lunch PM Snack Set Up: Classroom (Kudyapi & Luna) Boardroom (Patio)
	July 14, 2016	8AM - 5PM	26 Persons	Patio	Php 1,000.00	
	July 15, 2016	8AM - 5PM	26 Persons	Luna	Php 1,000.00	

Inclusions:

13 - 15 JULY 2016: Use of function room, Meals as indicated, Refillable Drinks (Maximum of Three Refills), Use of one (1) LCD Projector with Screen, Built-in glass board with markers, Meeting kit, Flip chart with markers, Pencils and papers, One (1) Microphone, Free Flowing Coffee and tea, PA System, Mint candies, **5 FOC parking slots**

FOOD & BEVERAGE GUARANTEES

The Organiser must provide the Hotel with the guaranteed attendance of each function not later than seventy-two (72) hours prior to the scheduled function. Hotel agrees to set five (5%) percent over the guaranteed attendance for banquets and to indicate on each food and beverage invoice the number served as well as the number guaranteed. Guarantees of attendance are not subject to reduction. The Hotel will charge to the Master Account, the total function charges in accordance with the guaranteed attendance or actual attendance, whichever is higher. Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the option to assign alternative



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OTHER CHARGES:

Excess Rate for Snack	: Php 530.00 net per person (AM/PM Snack) – on the day of event
Excess Rate for Lunch	: Php 880.00 net per person (buffet) – on the day of event
Electrical Charges	: Php 200.00 net per equipment
Extension Charges	: Php 2,500.00 net per hour in Kudyapi (subject to availability beyond 5:00PM) : Php 1,300.00 net per hour in Luna (subject to availability beyond 5:00PM) : Php 1,000.00 net per hour in Patio (subject to availability beyond 5:00PM)

Beverage Charges:

Alcoholic	House Wine	Red / White	Php 1,200.00 per 750ml bottle
	Beer	San Mig Light	Php 88.00 per bottle
			Php 7,500.00 per 30L keg
		San Mig Pale Pilsen	Php 78.00 per bottle
			Php 7,000.00 per 30L keg
		Php 10,000.00 per 50L keg	
Non-alcoholic	Softdrink (regular)	Coke, Royal, Sprite	Php 75.00 per can
	Softdrink (light/zero)	Coke, Royal, Sprite	Php 75.00 per can
	Iced Tea / Juice		Php 85.00 per glass (10oz)

Electrical Equipments:

Additional LCD Projector	Php 2,500.00 net per unit
LCD Corkage	Php 500.00 net per unit

Corkage Fees:

Food	Viand	Php 350.00 per kilo
	Dessert	Php 350.00 per kilo
	Lechon	Php 1,500.00 per piece
Beverage	Wine	Php 350.00 per 750ml bottle
	Standard brand	Php 500.00 per 750ml bottle
	Premium brand	Php 700.00 per 750ml bottle
	Beer	Php 800.00 per case
	Juice	Php 350.00 per case (pet bottles)
	Softdrink	Php 350.00 per case (8oz bottle) / Php 500.00 per case (1L bottle)





GOVERNMENT TAX

All rates, unless otherwise quoted, are inclusive of prevailing government taxes.

RATE CONFIDENTIALITY

All rates are not to be posted through any web sites and should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

ESTIMATED COST

<u>DATE</u>	<u>ITEM</u>	<u>Rate Per Person</u>	<u>COMPUTATION</u>	<u>TOTAL</u>
Meeting Package				
Jul 13 – 15, 2016	AM Snack Buffet Lunch PM Snack	Php 1,000.00 net	Php 1,000.00 x 26 person x 3 days.	Php 78,000.00 net
Total				Php 78,000.00 net
Less: 50% down payment/Date/OR #				<i>If applicable</i>
Balance				Php 78,000.00 net

PREPAYMENT OF CHARGES

The Organiser shall make the following payment to the Hotel according to the schedule set below:

<u>Payment Schedule</u>	<u>Group Function</u>
Jul 8, 2016	The Hotel shall require LOA and Signed Contract from SBAC AND PROCUREMENT OFFICE as GUARANTEE for the booking.
7 Days Upon Receipt of SOA	The Hotel shall require FULL Payment from SBAC AND PROCUREMENT OFFICE .

PAYMENT PROCEDURES

Food and Beverage, Audio Visual, Meeting Room Rental, and all other meeting related expenses will require full prepayment two weeks prior to group’s arrival date if Master Account billing is not approved. Master Account billing will only be extended with approved credit facility.

Should billing be established, accounts are payable upon receipt of statement from the Hotel.

MASTER ACCOUNT

A Master Account will be established for the Organizer. At least prior to the start of the Group, the Organizer shall notify the Hotel in writing of:

- a) The list of charges that are to be billed to the Master Account
- b) Authorized signatory to sign and approve charges that are to be billed to the Master Account.

INDIVIDUAL GUEST'S ACCOUNT

Unless otherwise advised, all incidental charges will be billed to the account of each individual guest, to be established in their individual names upon registering with the Hotel and payable by such guests upon placement of orders or right after the function.

CANCELLATION OF THE GROUP

Under the terms of this agreement, the Hotel has reserved the function space required by the Organiser. Cancellation of this Group in its entirety will cause the Hotel to suffer significant financial loss.

Therefore, the Organiser agrees to the following cancellation policy:

If the cancellation notice is received by the Hotel after **July 8, 2016, 2PM** the Organiser agrees to pay the Hotel a cancellation fee one hundred (100%) of the total anticipated function charges inclusive of tax (less deposit paid).

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the parties, making it inadvisable, illegal, or impossible to perform to the terms the of contract, hold the meeting, or provide the facility. This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to the other.

INDEMNITY

Each party hereby indemnifies and holds the other and third party planner harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants, provided such individuals are acting within the scope of their employment.

DISPUTES

The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by a court of Philippines.

OPTION DATE

The arrangement outlined in this Agreement will be held on a first option tentative basis until **July 7, 2016**. If the Group does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Group.



ACCEPTANCE

Should the arrangements outlined in this Agreement meet with your approval, please indicate your acceptance by initialising all pages including the enclosed General Terms and Conditions, signing the final page, and returning the original agreement to the Hotel. Upon receipt, the Hotel will countersign and return a copy. Once countersigned, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

Accepted for and on behalf of
The Legend Villas

M. David 07/07/16
MR. MARK LUKE DAVID
Sales Executive
Tel : 702.2736
Fax : 702.2767
E-mail : luke_d@legendvillas.com.ph

Accepted for and on behalf of
Philhealth

for Jan
MS. CHERIE CARMEN B. DIVINA
Head SBAC and Procurement Office

Accepted for and on behalf of
The Legend Villas

[Signature]
Ms. Diwata C. Topia
Sales and Marketing Manager (OIC)