

June 5, 2016

Ms. Cynthia D. Corvite
Senior Manager
PMO-PIMS

PhilHealth
Unit 1905 Citystate Center Building,
Mandaluyong City

Through: Ms. Jeory Morales
Social Insurance Officer I
Telephone Number: + 63 2 637 6457
Email: jeoryn@yahoo.com

Re: Confirmation Contract for Project Management Training (Advanced)
June 29-30, 2016

Dear Ms. Corvite,

Thank you for choosing Marco Polo Ortigas Manila as the venue for this event. We have the pleasure in submitting the following as discussed:

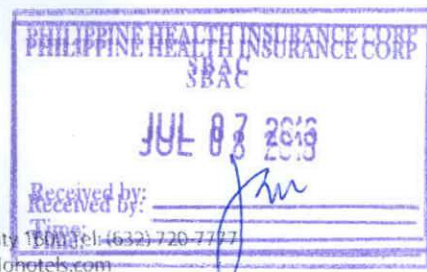
FUNCTION ROOM REQUIREMENT

Date	Event	Time	Venue	Guaranteed Attendance
June 29-30, 2016	Full Day	8:00 AM – 5:00 PM	Available	28

Whole Day Package Rates:

Php 1, 500.00 net per person x 28 persons x 2 days = Php 84, 000.00 net
AM Snack + Buffet Lunch + PM Snack

Rates are inclusive of 10% service charge, 12% VAT and applicable government tax



Inclusions:

- Complimentary use of the plenary
- Audio visual equipment :
1 LCD projector with 1 screen, 1 podium, 2 microphones, Basic PA System mints, and free flowing coffee, hot tea, and local purified water, pads and pencils
- Set up requirement :
Registration table and Podium
- Parking Passes (10% of total number of attendees)
- Wifi Connection for all
- Flower centerpieces for the round tables
- Complimentary 1 round of Marco Polo Signature Drink

MARCO POLO REWARDS:

Marco Polo Rewards Program is our special reward program offered to our corporate bookers. Earn Marco Polo Rewards Points on qualified room bookings for all Marco Polo properties and function room bookings at Marco Polo Ortigas Manila to redeem rewards and privileges for future use. Please contact your Sales Manager for more details regarding the program.

CUT-OFF DATES:

We will appreciate receiving the signed copy of this contract on or before June 16, 2016.

BILLING ARRANGEMENT

Send Bill Arrangement.

CANCELLATION AND REDUCTION

Kindly refer to the applicable charges and wash down in guest rooms, cancelled guest rooms and/ or function rooms after signing this contract:

120 Days prior the Event/ Arrival Date:	No penalty.
60-119 Days prior:	Function Room Reservation Fee forfeited.
30-59 Days prior:	50% Function Room deposit forfeited;
16-29 Days prior:	50% Function Room deposit forfeited;
0-15 Days prior:	100% Cancellation Fee charged for the Event charges.

FORCE MAJEURE CLAUSE

By signing this agreement, Marco Polo Ortigas Manila 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.

We hope that the arrangements in this contract merit your approval. Should you have any further queries, please do contact me at telephone number (632) 7207777. We will be delighted to further discuss and finalize the agreement.

Ms. Corvite, once again, thank you for considering **Marco Polo Ortigas Manila**. We look forward to the pleasure of working with you on this event.

With Warm Regards,
Marco Polo Ortigas Manila



Kate Bautista
Catering Manager



Alvin Marasigan
Director of Catering

Agreed and accepted by:
Philhealth



Ms. Cynthia D. Corvite
Senior Manager PMO-PIMS