

**MS. GILDA SALVACION DIAZ**

VP PRO NCR

**PHILHEALTH – PRO NCR NORTH**2<sup>nd</sup> Flr JARS Bldg., J. P. Laurel St., San Miguel, Manila

Tel. No:

638 7020

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0915 735 7160

Email:

vargasc@philhealth.gov.ph

Dear Ms. Diaz,

**Re: PHILHEALTH – NCR NORTH / CORPORATE MEETING PACKAGE**  
**MAY 6 – 10, 2019 / MAY 14 – 17, 2019**

As per your specific requirements, we have outlined the following proposal for your consideration:

**MEETING PACKAGE**

For a minimum of **43 Persons** we are pleased to confirm your meeting package breakdown as follows:

Event / Meeting / Activity	Date	Time	Gtd. No. of Persons	Venue	Rate	Remarks
Corporate Meeting Package	<b>MAY 6 – 10, 2019</b>	8AM - 5PM	40 pax	Del Pilar	Php 1,250.00 net	<b>Meals:</b> AM Snack Buffet Lunch at LMR PM Snack  <b>Set Up:</b> Classroom
	<b>MAY 14 – 15, 2019</b>		40 pax			
	<b>MAY 16 – 17, 2019</b>		43 pax			

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, Two (2) Microphone, Free Flowing Coffee and tea, PA System, Mint candies, **10 FOC Parking Tickets**

**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 meeting space suitable for the Group's requirements should the expected attendance change, subject to availability and prior agreement from the Organiser

To ensure compliance with Food Safety and Sanitation Standards, **take out of leftover food is not allowed.**

**OTHER CHARGES:**

<b>Excess Rate for Snacks</b>	: Php 530.00 net per person – on the day of event
<b>Excess Rate for Lunch</b>	: Php 880.00 net per person – on the day of event (Buffet)
<b>Electrical Charges</b>	: Php 200.00 net per equipment
<b>Extension Charges</b>	: Php 1,700.00 net per hour in Del Pilar (subject to availability beyond 5PM)



**Beverage Charges:**

Alcoholic	House Wine	Red / White	Php 1,200.00 per 750ml bottle
		Beer	Php 88.00 per bottle
		San Mig Light	Php 7,500.00 per 30L keg
	San Mig Pale Pilsen		Php 11,000.00 per 50L keg
			Php 78.00 per bottle
			Php 7,000.00 per 30L keg
Non-alcoholic	Softdrink (regular)		Php 10,000.00 per 50L keg
		Coke, Royal, Sprite	Php 75.00 per can
		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**

DATE	ITEM	COMPUTATION		TOTAL
MEETING PACKAGE				
MAY 6 – 10, 2019	AM Snack Buffet Lunch at LMR PM Snack	Php 1,250.00 net/Person	Php 1,250.00 x 40 pax x 5 days	Php 250,000.00 net
MAY 14 – 15, 2019	AM Snack Buffet Lunch at LMR PM Snack	Php 1,250.00 net/Person	Php 1,250.00 x 40 pax x 2 days	Php 100,000.00 net
MAY 16 – 17, 2019	AM Snack Buffet Lunch at LMR PM Snack	Php 1,250.00 net/Person	Php 1,250.00 x 43 pax x 2 days	Php 107,500.00 net
Grand Total				PHP 457,500.00 net
Balance				PHP 457,500.00 net

**PREPAYMENT OF CHARGES**

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

Payment Schedule	Group Function
May 4, 2019	The Hotel shall require <b>NOA, NTP, CAF</b> and <b>SIGNED CONTRACT</b> from <b>PHILHEALTH – NCR NORTH</b> as <b>GUARANTEE</b> for the booking.
30 Days Upon Receipt of SOA	The Hotel shall require <b>FULL</b> Payment of expected total and incidental charges from <b>PHILHEALTH – NCR NORTH</b>  <b>Note: A 2% interest per month on overdue accounts shall be added to your bill for failure to comply on agreed credit terms.</b>

**PAYMENT PROCEDURES**

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:

- The list of charges that are to be billed to the Master Account
- 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.

**ATTRITION**

If the Group reduces or fails to pick up the contracted guest room block and function space, but does not cancel the entire event, the Group agrees to pay the Hotel as liquidated damages and as penalty an amount based on the following provisions:



**1<sup>st</sup> Review - (May 4, 2018)**

The Group may reduce its total meeting charge including rental and food and beverage charges by ten percent (10%) without penalty. The Organiser will pay seventy five percent (75%) of the group's remaining confirmed meeting charges cancelled in excess of ten percent (10%).

**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 **May 4, 2019 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).

**POSTPONEMENT**

Should the group postpone/ change event dates after the confirmation of the booking, the Organizer will merit a surcharge as follows:

1. Php 5,000.00 – if the changes has been made fifteen (15) days prior event date.
2. Php 10,000.00 – if changes has been made 10-14 days prior event date.
3. Php 15,000.00 – if changes has been made 7-9days prior event date.
4. No changes can be made beyond the dates given above.

**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 **May 4, 2019**.

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**



**MARK LUKE DAVID**

Sales Manager

Tel : 702.2736

Fax : 702.2767

E-mail : luke\_d@legendvillas.com.ph

Accepted for and on behalf of  
**PHILHEALTH – PRO NCR NORTH**



**MS. GILDA SALVACION DIAZ**

VP PRO NCR

Accepted for and on behalf of  
**The Legend Villas**



**LHEN MANATE**

Sales and Marketing Manager - OIC



**CHRISTINA DE CASTRO**

Hotel Property Manager