

MS. GILDA SALVACION A. DIAZ

OIC – Office of the Vice President

PHILHEALTH - NCR SOUTH12th Floor, Citystate Centre Bldg. 709 Shaw Blvd.,

Brgy. Oranbo, Pasig City.

Tel. No:

N/A

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polcarpiom@philhealth.gov.ph

Dear Ms. Diaz,

Re: PHILHEALTH - NCR SOUTH / CORPORATE MEETING
NOVEMBER 21 – 23 & 25, 2019

We are delighted that **PHILHEALTH - NCR SOUTH** is considering the Legend Villas as venue for your event.

MEETING PACKAGE

For a minimum of **70 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 | Nov 21 – 22, 2019 | 8AM - 5PM | 70 Persons | Raja | Php 1,150.00 | Menu: AM Snack Buffet Lunch PM Snack |
| | Nov 23, 2019 | | 124 Persons | Banahaw | | |
| | Nov 25, 2019 | | 70 Persons | Raja | | Set up: Classroom |

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) Microphones, Free Flowing Coffee and tea, PA System, Mint candies, Free unlimited Wi-Fi access inside the function room, **15 FOC parking Tickets (First come first serve)**

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



OTHER CHARGES:

| | |
|------------------------------|---|
| Excess Rate for Snack | : Php 530.00 net per person – on the day of event (Set) |
| Excess Rate for Lunch | : Php 880.00 net per person – on the day of event (Buffet) |
| Electrical Charges | : Php 200.00 net per equipment |
| Extension Charges | : Php 5,000.00 net per hour in Raja (subject to availability beyond 5PM) : Php 7,500.00 net per hour in Banahaw (subject to availability beyond 5PM) |

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 |
| | | | Php 11,000.00 per 50L keg |
| | | San Mig Pale Pilsen | Php 78.00 per bottle |
| | | | Php 7,000.00 per 30L keg |
| Non-alcoholic | | | Php 10,000.00 per 50L keg |
| | 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 |
| Beverage | Lechon | Php 1,500.00 per piece |
| | 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 | | | | |
| Nov 21 – 22, 2019 | AM Snack Buffet Lunch PM Snack | Php 1,150.00 net/Person | Php 1,150.00 x 70 pax x 2 days | Php 161,000.00 net |
| Nov 23, 2019 | AM Snack Buffet Lunch PM Snack | Php 1,150.00 net/person | Php 1,150.00 x 124 pax x 1 day | Php 142,600.00 net |
| Nov 25, 2019 | AM Snack Buffet Lunch PM Snack | Php 1,150.00 net/person | Php 1,150.00 x 70 pax x 1 day | Php 80,500.00 net |
| Grand Total | | | | |
| Less: 50% down payment/Date//OR # | | | | Php 384,100.00 net |
| Balance | | | | |
| | | | | Php 384,100.00 net |

PREPAYMENT OF CHARGES

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

| Payment Schedule | Group Function |
|--|--|
| November 14, 2019 | A SIGNED CONTRACT, NTP, NOA & CAF from PHILHEALTH – NCR SOUTH to guaranteed the booking. |
| 30 Days After Receiving the Statement of Account (SOA) | The hotel expects a 100% of FULL PAYMENT of the group charges and Incidentals from PHILHEALTH – NCR SOUTH . Note: A 2% interest per week on overdue accounts shall be added to your bill for failure to comply on agreed credit terms. |

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.

The Legend Villas

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:

1st Review - (November 14, 2019)

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 **November 15, 2019**, 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 of the 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 **November 14, 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 – NCR SOUTH


MS. GILDA SALVACION A. DIAZ

OIC – Office of the Vice President

Accepted for and on behalf of
The Legend Villas


LHEN MANATE
Sales and Marketing Manager


CHRISTINA DE CASTRO
Hotel Property Manager