

DR. BERNADETTE C. LICO, M.D.

Vice President

PHILHEALTH REGIONAL OFFICE – NCR

A: VCP Building, 68 Kalayaan Avenue, Teachers Village, Quezon City

T: (02) 8441 2580

CONTRACT No. 8276
RE: PRO NCR MID YEAR ASSESSMENT CY 2022
11 July 2022 | 70 Persons

Dear Dr. Lico,

Thank you for choosing Luxent Hotel as the venue for your upcoming event on July 11, 2022. Further to our discussion, we are pleased to submit the following information for your confirmation. The details are as follows:

CONFERENCE ARRANGEMENTS

PACKAGE	VENUE	DATE	TIME	Gtd. No. of Persons	RATE	MEAL ARRANGEMENT
Special Buffet Whole Day Meeting Package	Zenith 5 th Floor	11 July 2022 Monday	Ingress: 7:00 AM-8:00 AM Event Proper: 8:00 AM-5:00 PM	70 persons	Php 1,425.00net per person x 70 persons x 1 day	AM Snack Buffet Lunch PM Snack

DETAILS OF THE EVENT:

Title of the Event : PRO NCR MID YEAR ASSESSMENT CY 2022
Banquet Set – up : CLASSROOM
Function Set-up :
Table Topper :
Seat Cover :
Table Napkin :

Meal Requirements

Meal Type	Serving Time	Menu	Venue
AM Snack	9:00AM	To follow	Zenith
Buffet Lunch	12:00NN		
PM Snack	3:00PM		

We would like to ensure that your guests will have enjoyable meal and meeting experience. In line with this, we would like to request that you please advise us of any special meal instruction/dietary restrictions that your participants may need (i.e. vegetarian, no pork and allergies).

Inclusions and amenities:

- Use of function room for the number of hours reflected above
- 1 set of Multimedia Projector and White Screen
- Whiteboard with Markers, flipcharts
- Mints and Candies
- Basic Sound System
- Rostrum/ Podium
- Registration Table
- Pads and pencils
- Free Flowing Coffee and Tea
- Complimentary Car Pass for 10% of total guaranteed number of participants
- Complimentary Wi-Fi Access

MEETINGS ARRANGEMENTS & MINIMUM GUARANTEE

- The HOTEL will require the total number of persons to avail of the meals at least seven (7) days prior to service time. All meals should be guaranteed by the engager based on the minimum requirement for each function room. Guaranteed number of attendees indicated in this contract is not subject for reduction.
- The HOTEL prepares an allowance of ten percent (10%) of the minimum guarantee. In excess, the HOTEL shall impose a 10% surcharge on the increase in the minimum guarantee for an advice given on the same day of the event.
- The HOTEL reserves the right to provide meals with Menus at Chef's discretion in the event that:
 - The guaranteed number of persons increased by more than 10%.
 - The confirmation for the event was given three (3) days prior the schedule of function.
- The HOTEL reserves the right to make the appropriate changes of function room venues should there be amendments and / or availability in more suitable venues. New banquet meeting and meal arrangement schedules not covered in this agreement will be subject to availability when reservation is made.
- The HOTEL reserves the right to change the function room assignment to a space more suitable as needed with prior notice.
- All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the hotel. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees apply on all items. This contract shall serve as waiver releasing the HOTEL from any liabilities or accountabilities for all food and beverage items brought in the hotel premises.
- Prevailing Corkage fees shall apply for approved special cases. We highly recommend that special equipment that will be used in the function must be coordinated with the Hotel's engineering department.
- The use of function rooms beyond the agreed schedule will be subject to extension charges determined by the HOTEL.

TERMS AND CONDITIONS:

A. BILLING ARRANGEMENTS

DATE	ROOMS/BANQUETS	ESTIMATED EXPENSES	TOTAL
11 July 2022	Special Buffet Whole Day Meeting Package	Php 1,425.00 net per person x 70 persons x 1 day	Php 99,750.00
GRAND TOTAL:			PHP 99,750.00

B. Payment Terms

- All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to **PHILHEALTH REGIONAL OFFICE - NCR**

2. Payment Scheme:

Amount
(Php 99,750.00) Full payment/ non-refundable

Date
Send Bill Arrangement. Payments shall be settled 15 days upon receipt of the Statement of Account (SOA)

- The hotel shall require a copy of the 1. Signed contract 2. Certificate of Availability of Funds (CAF) 3. Purchase Order (PO) 4. Notice of Award (NOA) or Notice to Proceed (NTP)
- All deposits and payments paid to the account of Luxent Hotel will be deducted to the total contracted price.
- All incidentals duly signed by the **authorized signatory** shall be settled immediately upon check out/ after the event through cash and/ or credit card only.

AUTHORIZED SIGNATORY

Name	Designation	Specimen Signature

- For BDO cheque deposit payments, please tick on the dialog box "ON US" (upper right side of deposit slip) to forego bank's standard 3-day clearing process.
- Please arrange fund transfer to the following accounts in favor of bank details:
 Account Name: **BGISIS DEVELOPMENT CORPORATION / LUXENT HOTEL**
 Bank: **BANCO DE ORO**
 Bank Address: **Timog Rotonda Branch, Quezon City**
 Php Current Account #: **162 013 0023**

C. POSTPONEMENT AND CANCELLATION

C.1. Should the CLIENT postpone the schedule of the room and banquet reservation to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least one week prior the event. Postponement will be subject to room availability on the alternative date. Should the CLIENT opt to cancel, par. C.3 shall apply.

C.2. Should the CLIENT notify the HOTEL of the postponement less than a week to the check-in / event proper and there are no rooms or function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel, par. C.4 shall apply.

C.3. Re-scheduling shall only be allowed ONCE. Event not rescheduled within one (1) month from the date of the event *shall be considered cancelled and all monies paid shall be deemed forfeited.*

C.4. Luxent Hotel has reserved your guest rooms, organized meals and function rooms. In the event these services and facilities are not to be used, the Hotel will experience significant monetary loss which will be difficult to calculate due to uncertainty and cost of obtaining replacement business. Therefore, it is agreed that for no shows or any cancellations, the following shall apply.

% of the total contracted amount

50% of the contracted amount

100% of the contracted amount

Notice prior the event

Two month before the event

One month before the event

D. DAMAGE

D.1. The CLIENT is obliged to adhere to the General Rules and Regulations Guidelines of the hotel. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

D.2. The ENGAGER shall be required to duly accomplish and submit the following documents at least one (1) week prior to the event which will form part of this contract: (1) Outside Contractors/Suppliers Agreement, and (2) Contractors/Suppliers Information Sheet. Should there be any damage to the property of our hotel during your event/function caused either by your staff/contractors/suppliers/guests, we will charge your company for any repair or replacement costs.

E. FORCE MAJEURE

It is hereby agreed that the hotel shall not be liable for its failure to comply with this agreement or any stipulation there of, in case of force majeure, labor disputes, fortuitous events or other causes beyond its control. Performance of this agreement is contingent upon the availability of the Hotel to complete the same and is subject to labor disputes or strikes; accidents; government requisitions; restrictions on travel, transportation, food, beverages or supplies; and other causes beyond the Hotel's control that may prevent or interfere with its performance. In no event shall the Hotel be liable for the loss of profit, or for other similar or dissimilar collateral or consequential damages, whether breach of contract, warranty, or otherwise.

F. DATA PRIVACY & PROTECTION

By submitting the above Personal Data, you verify that you have explicitly given your consent to process your Personal Data in accordance with LUXENT HOTEL's Privacy Policy to deliver superior quality of service. For full description on how we process and keep safe your personal data please see our Privacy Policy at: <https://luxenthotel.com/privacy-policy>.


G. OTHER CONDITIONS

Both parties agree that this contract, including the indicated attachment/s, constitutes ALL arrangements agreed upon and that there are NO other terms or conditions, verbal or otherwise that exist. Only the services contained in this contract shall be provided by our Operations Group during the event.

We trust that you find everything in order. Kindly indicate your conformity below and send to us the duly signed contract on or before **15 July 2022**. Non receipt of a signed copy of this contract by the said date would mean automatic cancellation of your reservation.

THE PARTIES, through their duly authorized representatives, have hereto affixed their signature in Quezon City this _____ (date).

Conforme:
LUXENT HOTEL


JOSEPH MATEO ACOSTA
Sales Manager

Noted By:


SHARON DEANNE GUERRERO
Sales and Marketing Manager

Conforme:
PHILHEALTH REGIONAL OFFICE – NCR


DR. BERNADETTE C. LICO, M.D.
Vice President