



NEW WELL DESIGN SPA

08 June 2018

Ms. Sarah Gutierrez-Cayona
Executive Director
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Apacible Hall, Department of Agriculture Compound
Elliptical Road, Diliman, Quezon City

RE: CONTRACT FOR SEMINAR

Dear Madame;

Thank you for choosing **Lohas Hotel** as your preferred Hotel for your event on **June 18-22, 2018**. Further to our discussion, we are very pleased to submit the following information for your consideration.

Guaranteed: Rooms and Meals

Island-wide Consultations for the National Guidelines on the Classification and Accreditation of Agricultural and Fisheries Machinery suppliers and guideline on the Implementation of CPES at DA, and Briefings on the Modified Agricultural Mechanization Index (MAMI) and Guidelines on the Procurement of DA Agri-Fisheries Machinery and Equipment

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|------------------|--|
| June 18, 2018 | Buffet Lunch, Afternoon Snack and Buffet Dinner |
| June 19-21, 2018 | Full Board and meals for 1 evening session |
| June 22, 2018 | Buffet Breakfast and Morning Snack (Nothing Follows) |

TOTAL PACKAGE COST: PHP740, 000.00 NETT

BANQUET CONCESSION:

- ❖ **Hotel Room Accommodation** fully air-conditioned – triple sharing (individual bed)
- ❖ **Meals:** Managed Buffet
- ❖ 1st Day: (Lunch, Afternoon Snack and Dinner)
- ❖ 2nd, 3rd and 4th Day: (Breakfast, Morning Snack, Lunch, Afternoon Snack and Dinner)
- ❖ 5th Day: (Breakfast and Morning Snack)
- ❖ No Cream Dory fish
- ❖ Meals are inclusive of 3 main courses with soup, dessert and one round of ices tea or soda/ juice
- ❖ Use of conference room for 4 days
- ❖ Provision of secretariat room, free of charge for the entire activity
- ❖ PA System /CD Player
- ❖ LCD Projector and Wide Screen
- ❖ Dedicated technician
- ❖ Podium/Rostrum with microphones

DA PCAF – (June 18-22, 2018)

- ❖ Whiteboard with markers and eraser
- ❖ Flipchart stand with pieces of flipchart papers
- ❖ Registration table
- ❖ Pads & pencils
- ❖ Mint Candies
- ❖ Free flowing Coffee and tea
- ❖ Parking area base on guaranteed number of person
- ❖ Complimentary WIFI Connection
- ❖ Complimentary Welcome Banner
- ❖ Available 24 hour standby generator

FUNCTION ROOM

We are pleased to waive the function room rental for the specific number of guaranteed person at eight (8) hours per day. Should you wish to extend your stay after the agreed reservation time indicated above, an applicable excess hourly charge is to be applied.

BILLING ARRANGEMENT

Upon confirmation and contract signing, the HOTEL will require payment equivalent to:

First Payment:

Fifty percent (50%) down payment upon confirmation or within seven (7) days upon signing of contract

Full Payment:

Seven (7) days prior to the date of the event.

Should the event be less than seven (7) days prior to the date of the event, full payment for the total package cost is required.

1. Deposit are NON-TRANSFERRABLE and NON-REFUNDABLE
2. Total estimated revenue is rate multiplied by the number of attendees or rooms plus additional charges.
3. Preferred mode of payment is cash or company check.

Check payable to:

Account Name: New WellBeing Spa City Corporation
Account Number: SA No: 1581-0308-90
Bank: Land Bank of the Philippines – Clark Freeport Zone.

All rates quoted in this contract are stated in Philippine Peso

POSTPONEMENT / CANCELLATION OR NO SHOW

For Banquets:

For cancellation, the PATRON shall pay 50% of the expected revenue if the cancellation is made 31 days before the function date. 100% payment of the expected revenue if cancellation is made 21 days.

For Force Majeure:

The Hotel will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guests, his family, his visitors or servants or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorder, curtailment of the transportation facilities and other inevitable incidents beyond control of the Hotel that interrupts the expected course of events. However, deposits made by the clients can be applied to future bookings.

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GUARANTEED NUMBER OF PERSONS

- ❖ The Hotel shall charge the Patron for the guaranteed number of guests or actual number of persons whichever is higher.
- ❖ No reduction in the number guaranteed covers shall be allowed by the Hotel later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- ❖ Meal arrangement shall be given allowance ten percent (10%) not more than 30 persons over and above the guaranteed number of persons. If actual exceeds the 10% allowance- setup and food, replenishment shall be subject to the availability of stock and operating supplies.

FOOD AND BEVERAGE

- ❖ All food and beverage items shall be exclusively purchased from Lohas Hotel. Patron is not permitted to bring in food and beverage items in the Hotel unless there is signed agreement to the contrary.
- ❖ Selling of food and beverage and any items is strictly prohibited in the Hotel
- ❖ In case of any food and beverage tem/s allowed to be brought in the Hotel upon request of the Patron, the latter shall be hold the Hotel free and harmless from any illness/inconvenience the Patron or invitees may suffer attributable to such food and beverage
- ❖ The Hotel reserves the right to substitute similar or comparable accommodation or menu for the function case of fortuitous events, cause beyond its control and substitution shall be accepted by the Patron as full compliance under this agreement.

LIABILITY

The Hotel shall not be liable for failure or delay in delivering its obligations if such failure or delay is caused by reasons beyond its control such as but not limited to war or threat of war, change of statutes of the Philippine Government, civil or political action or disturbance, riot, natural disaster, fire, epidemic, bad weather, terrorist activity (threatened or actual), military activity, governmental or regulatory action, industrial dispute, failure of power or machinery, failure of or interruption in externally provided services and utilities

We hope that these arrangements meet with your satisfaction. If there is anything more we can assist you with, please feel free to call us at (045) 499.0810 to 14 or mobile number 0908.891.7810 anytime at your convenience.

We look forward to welcoming you and your guests to Lohas Hotel in Clark Freeport Zone

Yours sincerely,

Rym
Rodeliza J. Mercado
Sales Manager

Conforme by:

[Signature]
Ms. Sarah Gutierrez - Cayona
Executive Director

SUBSCRIBED AND SWORN TO
BEFORE ME ON THIS 14 JUN 2018 DAY
OF _____ AT O.C. M.M. PHILIPPINES

[Signature]
FLORIMOND C. ROUS
Notary Public for Quezon City
Until December 31, 2018
PTR No. 55912271-3-18 / Q.C.
IBP LIFE TIME NO. 00315
ROLL NO. 25783 / TIN 142-154-935
MCLE 5 Comp-00001549; 1-22-2014
Adm Matter No. 162 / RTC-QC / 2018

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