



MAKATI PALACE HOTEL
Your Royal Address

TO DEPARTMENT OF EDUCATION-ICTS

FS-1221:

DATE : December 21, 2019

RE : ""0365 Empowerment Leadership Training-Workshop for EPS, PSDS and School Head"

This is to bill you for the following:

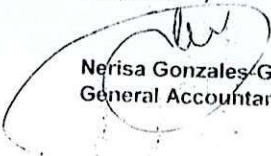
No.	Particulars	Qty	# of Days	Rate	Amount
289	Full Board Meals with Breakfast, AM Snack, Lunch, PM Snack and Dinner ***NOTHING FOLLOWS***	141	6	2,000.00	1,692,000.00
TOTAL AMOUNT DUE					1,692,000.00

Please make check payable to RICHWORLD HOTEL & RESORT CORPORATION


This invoice is payable on or before (January 20, 2020)

If you have questions, please feel free to call our office at 832 93 44 and look for the undersigned.

Prepared by


Nerisa Gonzales Galabin
General Accountant

Received by:


NINA RICA BERLAS
Signature Over Printed Name

Contact Details:

962 272 64
Email/Tel. Number

ACCOUNTING - ACCTG. DIV. STRATEGIC MGT

www.makatipalacehotel.com.ph • info@makatipalacehotel.com.ph

T. +632 899 0344 • F. +632 896 9633 • M. 0999 991 3622 / 0917 580 8660 • #5011 P. Burgos Corner Caceres St., Makati C



MAKATI PALACE HOTEL

Your Royal Address

CONTRACT OF AGREEMENT (LIVE-IN PACKAGE)

December 13, 2019

To: **DIR. ABRAM YC ABANIL**
Director IV ICTS
DEPARTMENT OF EDUCATION – ICTS
Room 104 Alonzo Building., DepEd Complex
Meralco Avenue, Pasig City

Dear Dir. Abanil!

Warmest greetings from **MAKATI PALACE HOTEL!**

Thank you for choosing MAKATI PALACE HOTEL as your venue for your upcoming event on December 15 – 21, 2019 compose of 104 persons. In this regard, we are pleased to submit our Contract of Agreement based on your requirements and specifications;

O365 Empowerment and Leadership Training- Workshop for EPS, PSDS and School Head
TOTAL CONTRACT PHP 1,692,000.00
December 15 -- 21 @ 141 persons

I. PACKAGE RATE:

CHECK IN	CHECK OUT	OCCUPANCY	INCORPORATION	No. of Rooms	Rate per Day	No. of Nights	AMOUNT
15-Dec-19	21-Dec-19	Triple/Quadruple Sharing	Rooms w/ Meals	141	2,000.00	6	1,692,000.00
TOTAL CONTRACT AMOUNT: PHP 1,692,000.00							

INCLUSIONS: (For Function)

- Free use of Function Room: wifi ready
 - Free Breakout room
 - Whiteboard with marker and eraser, White Screen and Easel Stand
 - Sound System, Microphones and Podium (5 wireless & 5 w/ cord)
 - Bond Paper, Folder & Pencil
 - Complimentary Candies
 - Tarpaulin Banner
 - Free use of 8- LCD Projector with Wide Screen
 - Flip chart and Audio Jack
 - Philippines Flag
 - Standby Technician and Waiters
 - Twenty Complimentary Parking Slot
- ICTS, DIV. STRATEGIC MGT.**

www.makatipalacehotel.com.ph • info@makatipalacehotel.com.ph

T. +632 899 0344 • F. +632 896 9633 • M. 0999 991 3622 / 0917 580 8660 • #5011 P. Burgos Corner Caceres St., Makati City



MAKATI PALACE HOTEL

Your Royal Address

- Announcement Poster/Signage or Welcome Banner
- Registration Table / Rostrum
- U-Shape Type/Classroom or Round Table Set up
- Free Wi-fi internet connection
- Portable Stage Platforms with Flag Pole
- **Free flowing of candies coffee and tea**

II: BILLING ARRANGEMENT:

- **Send bill arrangement within fifteen (15) working days upon receiving of final billing**
- All Government Account will issue Certification of Availability of Fund (CAF), NOTICE OF AWARD, NOTICE TO PROCEED and PURCHASE ORDER with Signed Contract of Agreement
- Any additional charges incurred shall be paid right after the function thru cash or credit card **ONLY**.
- Please deposit payments to the bank account or check payment as stated below

PESO Account Name: Richworld Hotel and Resort Corporation
Bank: Philippine National Bank (PNB)
Branch: Annapolis San Juan City
Savings Account #: 1253 -- 7000 -- 2547

III. CANCELLATION POLICY:

Kindly refer to the applicable charges and wash down of guest rooms after signing this initial proposal.

0 – 30 Days prior:	50% Cancellation Fee charges for the Guest Room and Banquet Charges
31 – 60 Days prior:	100% Cancellation Fee charges for the Guest Room and Banquet Charges

VI: TERMS AND CONDITION:

1. **Guaranteed Persons** – a minimum of guaranteed number of persons for the function should be given to the HOTEL at least thirty (30) working days prior to actual function. Charges will be based on guaranteed number of persons or actual number attendance whichever is greater.
 - **Guaranteed number persons cannot be reduced.**
 - **Unoccupied guaranteed number of rooms shall be charged for the entire duration of stay.**
 - If no guaranteed is provided within the appropriate time frame, the function will be set up and charged according to the original number provided on the confirmation.
 - Meals and set up will be prepared for the guaranteed number.

ACCOUNTS DIV. STRATEGIC MGT.

www.makatipalacehotel.com.ph • info@makatipalacehotel.com.ph

T. +632 899 0344 • F. +632 896 9633 • M. 0999 991 3622 / 0917 580 8660 • #5011 P. Burgos Corner Caceres St., Makati Cit



MAKATI PALACE HOTEL

Your Royal Address

- The Hotel however shall prepare an additional ten percent (10%) provision of the guaranteed number of persons, at no cost to the client except in case of actual occupancy
 - **Should the number of attendees increase more than fifteen percent (15%), a la carte meal rate per person shall be added to the package rate.**
2. **Final Details** – Menus, beverage, entertainment, audio visual requirements, room set-up starting and finishing times must be confirmed in writing thirty (30) days prior to the event.
 3. **Commencement and Vacating of Rooms** - The client agrees to begin the function and vacate the designated function space at the confirmed scheduled times. In the event a function should go beyond the agreed finishing time, the Resort reserves the right to impose a labor charge for each hour and part hour thereof that the function space is occupied.
 4. **Food and Electrical Equipment brought in from Outside** - The Hotel is responsible for the quality and freshness of food served to its guests. No self-brought food or beverage of any kind will be permitted into the resort by the guest or any of the invitees of the Client. The Hotel must supply all food and beverage. All electrical equipment brought in to the Hotel shall have prior arrangement and will be charged accordingly.
 5. **Security** – The Hotel will not accept responsibility for damage to or loss of any equipment, displays, articles or merchandise left on the premises prior to, during or after the function, except those resulting from the negligence or fault of the Hotel. Arrangements can be made in advance for security of articles or displays and be charges accordingly. Our security officers will be pleased to discuss this with you.
 6. **Displays and Signage** - No items are to be attached, pinned, stapled, glued, to the wall surface, ceilings or fixtures of any area in the Hotel, except with the prior consent of the Resort. Signage in Resort public areas is required to be kept to a minimum. Display items and signage must be approved in advance by the Resort.
 7. **Outside Contracts** – For all exhibitors and stage set up produced by outside contractors, plans must be approved by the Resort Chief Engineer a minimum of forty five (45) days prior to the event. The outside contractors must liaise with the Hotel Chief Engineer in all matters if delivery, set-up and break down.
 8. **Compliance** – The Client will be responsible for ensuring the orderly behavior of their guests, and the Hotel reserves the right to intervene where it sees fit.
 9. **Damages** – Clients will assume full responsibility for any and all damage caused during the function by any of their guests or any other persons attending the function, whether in the rooms reserved or in any part of the Hotel, except those resulting from the negligence or fault of the Hotel.
 10. **Force Majeure** – In the event of a circumstance of "Force Majeure" defined as an exceptional event or circumstance (i) which is beyond a party's reasonable control; (ii) which is not caused by an act or omission of the affected party; (iii) where the Hotel is affected, could not reasonably have been avoided.

ASST. DIV. STRATEGIC MGT.

www.makatipalacehotel.com.ph • info@makatipalacehotel.com.ph

T. +632 899 0344 • F. +632 896 9633 • M. 0999 991 3622 / 0917 580 8660 • #5011 P. Burgos Corner Caceres St., Makati C

1717-2020



MAKATI PALACE HOTEL

Your Royal Address

provided against, prevented or overcome by a prudent, commercial and experienced supplier performing services of a nature similar to the in the Philippines, and (iv) where the Client is affected, could not have reasonably been avoided, provided against, prevented or overcome by the Client. Either party shall be entitled to suspend this contract until such time when the circumstances constituting Force Majeure have disappeared. The Client's reservation confirmed for the event on a date within the period of Force Majeure may be cancelled and said Client shall be entitled credit memo to rebook which shall be valid for one (1) year from the date of cancellation.

- 11. **Indemnity** – The Hotel shall protect, defend, indemnify, and hold the Client harmless from and against any and all claims, damages, losses, expenses (including legal fees), demands and causes of action of every kind and character and without limit which the Client may hereafter incur, become responsible for, or pay out as a result of any death or personal injury (including bodily injury) to any person, destruction, loss or damage to any property or any violation of applicable laws to the extent caused by the Hotel in the performance of this contract.
- 12. **Applicable law** – This contract is to be construed and interpreted according to the laws of the Republic of the Philippines. Litigation arising from or in connection with this contract shall be filed with the appropriate trial court of Makati City, Metro Manila, Philippines, to the exclusion of other courts.


Should you have other concerns, please do not hesitate to contact us at Telephone number (02) 7744.78.78 local 7558 | Mobile number 09065877300, or through email: mean.pgirs@gmail.com


Thank you very much and we look forward to welcoming you at the Makati Palace Hotel Your Royal Address.

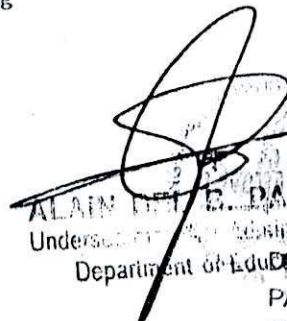
IN WITNESS WHEREOF, both parties signed this 30 JAN 2020 of _____ 20_____ at the City of QUEZON CITY Philippine.

Signed in behalf of the company:
MAKATI PALACE HOTEL


Signed in behalf of the company:
DEPARTMENT OF EDUCATION – ICTS

By: 
MARY ANN MUNDA-DATIC
Director of Sales and Marketing
MAKATI PALACE HOTEL


MR. ABRAM YC ABANIL
Director IV ICTS
DEPARTMENT OF EDUCATION – ICTS


ALAIN D. DASCUA
Undersecretary for Administration
Department of Education

Date and Time: _____
PAGE NO. 77
BOOK NO. 17
SERIES OF 20 30


ATTY. CONCEPCION P. VILLAREN
Notary Public for Quezon City
Until December 31, 2021
PTR No. 9296041 – 1-2-2020/ QC
IBP No. 093586 – 10-27-2019/ QC
Roll No. 30457 – 05-09-80
MCLE V 0012536 – 12-21-2015
Adm. Matter No. NP 001(2020) 202
TIN NO. 131 912 754 4