



BANQUET CONTRACT

This contract of agreement is entered into by and between **Manila Grand Opera Hotel, Inc.** with office address located at 925 Rizal Ave. corner D. Jose St., Sta. Cruz, Manila referred to as the **HOTEL** and **Department of Education** with an office address located at DepEd Complex, Meralco Ave, Pasig, Metro Manila referred to as the **CLIENT**, contract details are as follows;

- A. Name of Function : 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP FOR EPS PSDS AND SCHOOL HEADS LUZON BATCH 1
- B. Date of Function : December 15-21, 2019
- C. Time of Function : 8:00AM-8:00PM
- D. Venue : Ambassador Hall
- E. Guaranteed No of pax: 180 Expected No of pax: 180 persons
- F. Package Menu : Live-in Package Rate : P2,000.00NET/PERSON
- G. Service Style : Managed Buffet Service Time : 9AM/12NN/3PM/7PM
- H. Type of Menus : AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, Buffet Breakfast
- I. Type of Beverage : Hosted one round per meal
- J. Banquet Arrangement:

- DOC. NO. 1101 - Classroom set-up
PAGE NO. 11K - Rostrum with microphone, 2 stand microphones
SERIES OF 2019 - Sound system

ATTY. VICENTE I. MEDINA
NOTARY PUBLIC
NOTARIAL OFFICE
NOVEMBER 20, 2019
PTR NO. 040774-85-7
TAX ID. 155106 1-555
ROLL NO. 02125

K. TOTAL PACKAGE COST: Php 2, 160, 000.00

2000 x 180 x 6 days = 2, 160, 000.00

L. BILLING ARRANGEMENTS – 30 days on Send Bill arrangement.

M. Usage of Venue is strictly for twelve (12) hours only from 8:00AM to 8:00PM any excess thereof shall be charged at One Thousand Pesos (Php 2,000.00) per hour or to be computed on a pro-rata basis based on the excess number of Hours or minutes consumed.

**Information and Communications Technology Service (ICTS)
User Support Division**

ATTENDANCE SHEET

ACTIVITY					
DATE					
VENUE					
	NAME	DESIGNATION	OFFICE	CONTACT NUMBER/S	SIGNATURE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

Certified by:

ENCARNACION T. ESCUADRO
Information Technology Officer III

0588 - 2020

ADDENDUM TO BANQUET CONTRACT

1. All rates agreed upon are inclusive of service charge and applicable government tax.
2. The HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT.
3. Guaranteed number of attendees indicated in the contract is not subject to reduction.
4. The HOTEL will bill the CLIENT based on the guaranteed number of persons, or actual attendance, whichever is higher.
5. The Hotel is not responsible for any delay in food replenishment and any inconvenience, should the actual number of guests exceed more than the 10% spillover allowance.
6. Should the actual attendance exceed the 10% spillover allowance, the menu to be served shall be subject to Chef's Discretion, Meal Preparation, Pricing and Availability of Operating Equipment.
8. The menu shall be served only within the specified time schedule indicated in the contract.
9. Brown-bagging (take-out/home) for buffet left-over cannot be taken out of the designated function room premises.

FUNCTION ROOM SPACE

1. The Hotel reserves the right to assign an alternate function room should the contracted function room become unavailable due to unavoidable circumstances, with prior notice.
2. The HOTEL shall not be liable to the CLIENT should the actual number of guests exceeded the guaranteed number as indicated in the banquet contract of agreement.
3. The CLIENT ensures that nothing shall be attached to the floors, walls, ceilings, or columns of the HOTEL by nails, screws, pins, tapes or other means, otherwise any damage caused shall be charged to the CLIENT.

CORKAGE FEE

1. As a general rule, all food and beverage shall be purchased exclusively from HOTEL by the CLIENT. Any FOOD and BEVERAGES from outside ARE NOT ALLOWED TO BE BROUGHT IN THE VENUE PREMISES. Otherwise, a corkage fee shall be charged accordingly to the CLIENT.
2. The CLIENT shall be solely liable for the condition and quality of food and beverages brought from Outside. The CLIENT shall also be charged and pay the applicable CORKAGE Fees on all food and beverage items brought into the venue.
3. The consent of Manila Grand Opera Hotel to the Client's bringing of its own food items shall not in any way affect or serve to relieve the Client's responsibility and liability for the same.

FUNCTION ACTIVITIES AND MATERIALS

1. The CLIENT shall be responsible in securing licenses and permits as may be required by the national and local governments in connection with the Event and the activities to be undertaken at the HOTEL. Any and all costs, fees and assessments, including entertainment and other taxes, shall be for the account of the CLIENT.
2. The CLIENT shall be solely responsible for its and its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials. The HOTEL shall in no instance be held liable for any damage to or loss of such items.
3. The HOTEL reserves the right to prohibit the CLIENT from undertaking activities deemed contrary to law, morals, public order and/or public policy. The exercise of this right is without prejudice to the right of Manila Grand Opera Hotel to seek redress against the CLIENT for any damage that Manila Grand Opera Hotel may suffer by reason of the said prohibited activities.

POSTPONEMENT AND CANCELLATION

1. Should the CLIENT postpone the event to another date or time, the CLIENT must notify the HOTEL in writing at least fifteen (15) days before the actual scheduled date of the event. Deposits or full payment made is not subject for refund but may be consumed if the event will not push through.
2. Postponement will be subject to the availability of the function rooms on the alternative date. Should the CLIENT opt to cancel, Deposits or all payments made for the said event is not subject for refund but may be consumed in the restaurant or hotel accommodation.
3. Should the CLIENT notify the HOTEL of the postponement in less than 15 days prior to the event date and there are no 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 the event, par. 1.4 shall apply.
4. The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE rooms & function room booking with signed contracts:
 - Definite bookings cancelled 100% of the total guaranteed
 - 14 days prior to arrival date rooms will be charged

NO SHOW on agreed arrival date shall be charged in full equivalent to the total amount the function and the guaranteed persons in favor of the Hotel. The HOTEL shall exercise its right to forfeit all sums previously paid by the CLIENT.

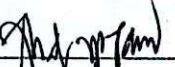
Force Majeure The HOTEL shall not be responsible to the CLIENT and its guests for the failure of the CLIENT to abide by the terms of this agreement, where such failure is due to fortuitous events beyond the control of and without the fault of the HOTEL, such as typhoons, floods, earthquakes and other natural calamities or acts of God, labor disputes, strikes and other concerted labor actions, accident, illness, and the like, provided that the burden of proof shall at all times be on the CLIENT.


BY: MANILA GRAND OPERA HOTEL, INC.


BY: CLIENT


AUTHORIZED SIGNATORIES

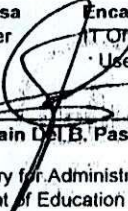

 Angela Avanceña
 Sr. Account Manager


 Marice Go - Pascua
 Sales & Marketing
 Manager


 Rodney C. Robosa
 General Manager


 Encarnacion T. Escudro
 IT Officer III, Chief ICTS
 User Support Division


 Abram Y.C. Abanil


 Usec Alain D.T.B. Pascua
 Undersecretary for Administration
 Department of Education



ANNEX A

Republic of the Philippines
Department of Education

AUTHORITY TO TRAVEL

CONTROL NO:

REGION:
BUREAU/DIVISION/SCHOOL:

Date of Filing	December 10, 2019
NAME	Please see attached
Position/ Designation	Please see attached
Permanent Station	ICTS – User Support Division
Purpose of Travel	To attend the O365 Training for EPS
Activity Organized/ Sponsored By	ICTS – User Support Division
Period Covered <i>(Exclusive of Travel Time)</i>	December 15 – 18, 2019
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	Manila Grand Opera
Expenses Covered	Traveling expenses, incidental expense etc.
Fund Source (Pap Code/ ...)	AC-19-ICTS-USD-DCP-016
Recommending Approval:	
ABRAM Y. C. ABANIL Director IV, ICTS Date: _____	ALAIN DEL B. PASCUA Undersecretary for Administration Date: _____



BANQUET CONTRACT

This contract of agreement is entered into by and between **Manila Grand Opera Hotel, Inc.** with office address located at 925 Rizal Ave. corner D. Jose St., Sta. Cruz, Manila referred to as the **HOTEL** and **Department of Education** with an office address located at DepEd Complex, Meralco Ave, Pasig, Metro Manila referred to as the **CLIENT**, contract details are as follows.

A. Name of Function : 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP FOR EPS PSDS AND SCHOOL HEADS LUZON BATCH 2

B. Date of Function : January 12-13, 2020

C. Time of Function : 8:00AM-8:00PM

D. Venue : Ambassador Hall

E. Guaranteed No of pax: 153 Expected No of pax: 153 persons

F. Package Menu : Live-in Package Rate : P2,000.00NET/PERSON

G. Service Style : Managed Buffet Service Time : 9AM/12NN/3PM/7PM

H. Type of Menus : AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, Buffet Breakfast

I. Type of Beverage : Hosted one round per meal

J. Banquet Arrangement:

- Classroom set-up
- Rostrum with microphone, 2 stand microphones
- Sound system

K. TOTAL PACKAGE COST: Php 1, 836, 000.00

2000 x 153 x 6 days = 1, 836, 000.00

L. BILLING ARRANGEMENTS – 30 days on Send Bill arrangement.

M. Usage of Venue is strictly for twelve (12) hours only from 8:00AM to 8:00PM any excess thereof shall be charged at One Thousand Pesos (Php 2,000.00) per hour or to be computed on a pro-rata basis based on the excess number of Hours or minutes consumed.

DATE ISSUED _____
PAGE NO. _____
PRINTED _____
BY _____

[Handwritten signatures]

[Handwritten signature]
ATY. VICENTE L. M. DIMA
NOTARY PUBLIC
AGUIRRE, WASHINGTON ST., PASIG
VTR NO. 125705-15-1
ROLL NO. 125705-15-1
CITY OF PASIG

ADDENDUM TO BANQUET CONTRACT

- 1. All rates agreed upon are inclusive of service charge and applicable government tax.
2. The HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT.
3. Guaranteed number of attendees indicated in the contract is not subject to reduction
4. The HOTEL will bill the CLIENT based on the guaranteed number of persons, or actual attendance, whichever is higher.
5. The Hotel is not responsible for any delay in food replenishment and any inconvenience, should the actual number of guests exceed more than the 10% spillover allowance.
6. Should the actual attendance exceed the 10% spillover allowance, the menu to be served shall be subject to Chef's Discretion, Meal Preparation, Pricing and Availability of Operating Equipment.
7. The menu shall be served only within the specified time schedule indicated in the contract.
8. Brown-bagging (take-out/home) for buffet left-over cannot be taken out of the designated function room premises.

FUNCTION ROOM SPACE

- 1. The Hotel reserves the right to assign an alternate function room should the contracted function room become unavailable due to unavoidable circumstances, with prior notice.
2. The HOTEL shall not be liable to the CLIENT should the actual number of guests exceeded the guaranteed number as indicated in the banquet contract of agreement.
3. The CLIENT ensures that nothing shall be attached to the floors, walls, ceilings, or columns of the HOTEL by nails, screws, pins, tapes or other means, otherwise any damage caused shall be charged to the CLIENT.

CORKAGE FEE

- 1. As a general rule, all food and beverage shall be purchased exclusively from HOTEL by the CLIENT. Any FOOD and BEVERAGES from outside ARE NOT ALLOWED TO BE BROUGHT IN THE VENUE PREMISES. Otherwise, a corkage fee shall be charged accordingly to the CLIENT.
2. The CLIENT shall be solely liable for the condition and quality of food and beverages brought from Outside. The CLIENT shall also be charged and pay the applicable CORKAGE Fees on all food and beverage items brought into the venue.
3. The consent of Manila Grand Opera Hotel to the Client's bringing of its own food items shall not in any way affect or serve to relieve the Client's responsibility and liability for the same.

FUNCTION ACTIVITIES AND MATERIALS

- 1. The CLIENT shall be responsible in securing licenses and permits as may be required by the national and local governments in connection with the Event and the activities to be undertaken at the HOTEL. Any and all costs, fees and assessments, including entertainment and other taxes, shall be for the account of the CLIENT.
2. The CLIENT shall be solely responsible for its and its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials. The HOTEL shall in no instance be held liable for any damage to or loss of such items.
3. The HOTEL reserves the right to prohibit the CLIENT from undertaking activities deemed contrary to law, morals, public order and/or public policy. The exercise of this right is without prejudice to the right of Manila Grand Opera Hotel to seek redress against the CLIENT for any damage that Manila Grand Opera Hotel may suffer by reason of the said prohibited activities.

POSTPONEMENT AND CANCELLATION

- 1. Should the CLIENT postpone the event to another date or time, the CLIENT must notify the HOTEL in writing at least fifteen (15) days before the actual scheduled date of the event. Deposits or full payment made is not subject for refund but may be consumed if the event will not push through.
2. Postponement will be subject to the availability of the function rooms on the alternative date. Should the CLIENT opt to cancel, Deposits or all payments made for the said event is not subject for refund but may be consumed in the restaurant or hotel accommodation.
3. Should the CLIENT notify the HOTEL of the postponement in less than 15 days prior to the event date and there are no 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 the event, par. 1.4 shall apply.
4. The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE rooms & function room booking with signed contracts:
- Definite bookings cancelled 14 days prior to arrival date: 100% of the total guaranteed rooms will be charged

NO SHOW on agreed arrival date shall be charged in full equivalent to the total amount the function and the guaranteed persons in favor of the Hotel. The HOTEL shall exercise its right to forfeit all sums previously paid by the CLIENT.

Force Majeure The HOTEL shall not be responsible to the CLIENT and its guests for the failure of the CLIENT to abide by the terms of this agreement, where such failure is due to fortuitous events beyond the control of and without the fault of the HOTEL, such as typhoons, floods, earthquakes and other natural calamities or acts of God, labor disputes, strikes and other concerted labor actions, accident, illness, and the like, provided that the burden of proof shall at all times be on the CLIENT.

BY: MANILA GRAND OPERA HOTEL, INC.

BY: CLIENT

AUTHORIZED SIGNATORIES

Handwritten signatures and printed names of Angela Avancena, Marice Go-Pascua, Rodney G. Robosa, Encarnacion T. Escudro, Abram Y.C. Abanil, and Undersecretary for Administration Department of Education.



BANQUET CONTRACT

This contract of agreement is entered into by and between **Manila Grand Opera Hotel, Inc.** with office address located at 925 Rizal Ave. corner D. Jose St., Sta. Cruz, Manila referred to as the **HOTEL** and **Department of Education** with an office address located at DepEd Complex, Meralco Ave, Pasig, Metro Manila referred to as the **CLIENT**, contract details are as follows;

A. Name of Function : 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP FOR EPS PSDS AND SCHOOL HEADS LUZON BATCH 3

B. Date of Function : January 19-25, 2020

C. Time of Function : 8:00AM-8:00PM

D. Venue : Ambassador Hall

E. Guaranteed No of pax: 161 Expected No of pax: 161 persons

F. Package Menu : Live-in Package Rate : P2,000.00NET/PERSON

G. Service Style : Managed Buffet Service Time : 9AM/12NN/3PM/7PM

H. Type of Menus : AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, Buffet Breakfast

I. Type of Beverage : Hosted one round per meal

J. Banquet Arrangement:

- Classroom set-up
- Rostrum with microphone, 2 stand microphones
- Sound system

K. TOTAL PACKAGE COST: Php 1, 932, 000.00

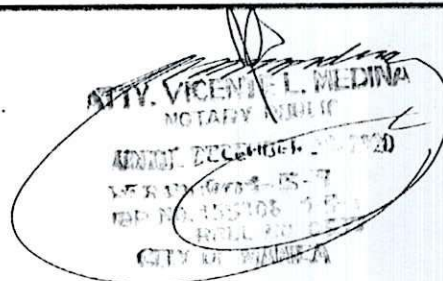
2000 x 161 x 6 days = 1, 932, 000.00

L. BILLING ARRANGEMENTS – 30 days on Send Bill arrangement.

M. Usage of Venue is strictly for twelve (12) hours only from 8:00AM to 8:00PM any excess thereof shall be charged at One Thousand Pesos (Php 2,000.00) per hour or to be computed on a pro-rata basis based on the excess number of Hours or minutes consumed.

DOC NO. _____
PAGE NO. _____
BOOK NO. _____
SERIES NO. _____

J. J. J. J. J.



ADDENDUM TO BANQUET CONTRACT

1. All rates agreed upon are inclusive of service charge and applicable government tax.
2. The HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT.
3. Guaranteed number of attendees indicated in the contract is not subject to reduction.
4. The HOTEL will bill the CLIENT based on the guaranteed number of persons, or actual attendance, whichever is higher.
5. The Hotel is not responsible for any delay in food replenishment and any inconvenience, should the actual number of guests exceed more than the 10% spillover allowance.
6. Should the actual attendance exceed the 10% spillover allowance, the menu to be served shall be subject to Chef's Discretion, Meal Preparation, Pricing and Availability of Operating Equipment.
8. The menu shall be served only within the specified time schedule indicated in the contract.
9. Brown-bagging (take-out/home) for buffet left-over cannot be taken out of the designated function room premises.

FUNCTION ROOM SPACE

1. The Hotel reserves the right to assign an alternate function room should the contracted function room become unavailable due to unavoidable circumstances, with prior notice.
2. The HOTEL shall not be liable to the CLIENT should the actual number of guests exceeded the guaranteed number as indicated in the banquet contract of agreement.
3. The CLIENT ensures that nothing shall be attached to the floors, walls, ceilings, or columns of the HOTEL by nails, screws, pins, tapes or other means, otherwise any damage caused shall be charged to the CLIENT.

CORKAGE FEE

1. As a general rule, all food and beverage shall be purchased exclusively from HOTEL by the CLIENT. Any FOOD and BEVERAGES from outside ARE NOT ALLOWED TO BE BROUGHT IN THE VENUE PREMISES. Otherwise, a corkage fee shall be charged accordingly to the CLIENT.
2. The CLIENT shall be solely liable for the condition and quality of food and beverages brought from Outside. The CLIENT shall also be charged and pay the applicable CORKAGE Fees on all food and beverage items brought into the venue.
3. The consent of Manila Grand Opera Hotel to the Client's bringing of its own food items shall not in any way affect or serve to relieve the Client's responsibility and liability for the same.

FUNCTION ACTIVITIES AND MATERIALS

1. The CLIENT shall be responsible in securing licenses and permits as may be required by the national and local governments in connection with the Event and the activities to be undertaken at the HOTEL. Any and all costs, fees and assessments, including entertainment and other taxes, shall be for the account of the CLIENT.
2. The CLIENT shall be solely responsible for its and its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials. The HOTEL shall in no instance be held liable for any damage to or loss of such items.
3. The HOTEL reserves the right to prohibit the CLIENT from undertaking activities deemed contrary to law, morals, public order and/or public policy. The exercise of this right is without prejudice to the right of Manila Grand Opera Hotel to seek redress against the CLIENT for any damage that Manila Grand Opera Hotel may suffer by reason of the said prohibited activities.

POSTPONEMENT AND CANCELLATION

1. Should the CLIENT postpone the event to another date or time, the CLIENT must notify the HOTEL in writing at least fifteen (15) days before the actual scheduled date of the event. Deposits or full payment made is not subject for refund but may be consumed if the event will not push through.
2. Postponement will be subject to the availability of the function rooms on the alternative date. Should the CLIENT opt to cancel, Deposits or all payments made for the said event is not subject for refund but may be consumed in the restaurant or hotel accommodation.
3. Should the CLIENT notify the HOTEL of the postponement in less than 15 days prior to the event date and there are no 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 the event, par. 1.4 shall apply.
4. The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE rooms & function room booking with signed contracts:

- Definite bookings cancelled 100% of the total guaranteed
14 days prior to arrival date rooms will be charged

NO SHOW on agreed arrival date shall be charged in full equivalent to the total amount the function and the guaranteed persons in favor of the Hotel. The HOTEL shall exercise its right to forfeit all sums previously paid by the CLIENT.

Force Majeure The HOTEL shall not be responsible to the CLIENT and its guests for the failure of the CLIENT to abide by the terms of this agreement, where such failure is due to fortuitous events beyond the control of and without the fault of the HOTEL, such as typhoons, floods, earthquakes and other natural calamities or acts of God, labor disputes, strikes and other concerted labor actions, accident, illness, and the like, provided that the burden of proof shall at all times be on the CLIENT.


BY: MANILA GRAND OPERA HOTEL, INC.


BY: CLIENT


AUTHORIZED SIGNATORIES

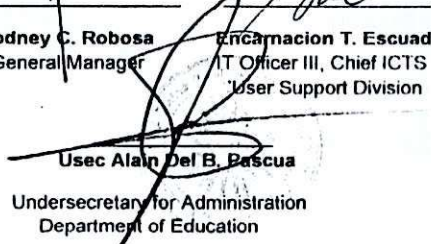

Angela Avanceña
Sr. Account Manager


Maricel Go - Pascua
Sales & Marketing
Manager


Rodney C. Robosa
General Manager


Encarnacion T. Escuadro
IT Officer III, Chief ICTS
User Support Division


Abram Y.C. Abanil


Usec Alain Del B. Pascua
Undersecretary for Administration
Department of Education