

July 21, 2023

Atty. Genevieve E. Velicaria-Guevarra, CESE
Assistant Secretary and Concurrent OIC,
Executive Director
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
3F DA-PCAF Building, Department of Agriculture
Elliptical Road, Diliman, Quezon City
Contact Number: 8721 9813
Email: bac@philfida.gov.ph

RE: CONTRACT LIVE-IN

Dear Atty. Velicaria-Guevarra,

Warmest Greetings!

Thank you for providing Millie's at Microtel by Wyndham UP Technohub the opportunity to quote for your Event July 24-29, 2023, 2023 We are delighted to have this possibility to work closely with your group.

We are pleased to present our rates in view of your specific requirements:

I. ROOM ACCOMMODATION:

ROOM TYPES	DATE OF STAY	NO. OF NIGHTS	NO. OF ROOMS	GOVERNMENT RATE PER NIGHT	TOTAL
(2 Queen Beds Room) (Twin Occupancy)	July 24-25, 2023	1	16	Php 3,000.00	Php 48,000.00
(2 Queen Beds Room) (Triple Occupancy)	July 24-25, 2023	1	2	Php 3,650.00	Php 7,300.00
(2 Queen Beds Room) (Twin Occupancy)	July 25-26, 2023	1	16	Php 3,000.00	Php 48,000.00
(2 Queen Beds Room) (Triple Occupancy)	July 25-26, 2023	1	2	Php 3,650.00	Php 7,300.00
(2 Queen Beds Room) (Twin Occupancy)	July 26-27, 2023	1	18	Php 3,000.00	Php 54,000.00
(2 Queen Beds Room) (Triple Occupancy)	July 26-27, 2023	1	4	Php 3,650.00	Php 14,600.00
(2 Queen Beds Room) (Twin Occupancy)	July 27-28, 2023	1	24	Php 3,000.00	Php 72,000.00
(2 Queen Beds Room) (Triple Occupancy)	July 27-28, 2023	1	3	Php 3,650.00	Php 10,950.00
(2 Queen Beds Room) (Twin Occupancy)	July 28-29, 2023	1	11	Php 3,000.00	Php 33,000.00
(2 Queen Beds Room) (Triple Occupancy)	July 28-29, 2023	1	3	Php 3,650.00	Php 10,950.00
TOTAL					Php 306,100.00

- Above rates are inclusive of breakfast, service charge and applicable taxes.

- Room rates are based on twin sharing and triple sharing.
- Maximum of 4 persons in a room. No extra bed/mattress will be provided. Extra Person charge shall apply.
- Number of rooms are subject to room availability unless booking has been confirmed by client.

OTHER HOTEL AMENITIES & SERVICES:

- Breakfast is served in the Function Room from 6 AM up to 9 AM.
- Millie's Restaurant is open from 6 AM up to 9 PM.
- Complimentary Wi-Fi at the hotel lobby and restaurant.
- Complimentary Parking for In House Guests.
- Complimentary Pool Use from 8AM – 8PM (*schedule may vary depending on the weather*).

NOTE:

- Our services are aligned with the current IATF- EID, Department of Tourism (DOT), Department of Health (DOH), Bureau of Quarantine (BOQ) Department of Trade and Industry (DTI), and Local Government Unit (LGU) - COVID 19 Community Quarantine/Alert guidelines. Any agreements stipulated herein are subject to change shall there be new directives from the said government agencies.
- For fully vaccinated guests – vaccination card is required. For unvaccinated individuals, NEGATIVE COVID-19 antigen test taken 24 hours before check-in date must be provided.
- **Confirmation/ Bookings are on a first-come, first-serve basis and subject to availability.**

II. MEETING ROOM

DATE	REQUIREMENTS	NUMBER OF PERSONS	RATE	TOTAL
July 24, 2023	Full Board Meeting Package (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)	38 PERSONS	<i>Php 1,500 net/ person</i>	P57,000 net
July 25, 2023	Full Board Meeting Package (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)	38 PERSONS	<i>Php 1,500 net/ person</i>	P57,000 net
July 26, 2023	Full Board Buffet Meeting (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)	48 PERSONS	<i>Php 1,500 net/ person</i>	P72,000 net
July 27, 2023	Full Board Buffet Meeting (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)	57 PERSONS	<i>Php 1,500 net/ person</i>	P85,500 net
July 28, 2023	Full Board Meeting Package (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)	31 PERSONS	<i>Php 1,500 net/ person</i>	P46,500 net
July 29, 2023	Meeting Package (AM Snack, Buffet Lunch)	31 PERSONS	<i>Php 1,000 net/ person</i>	P31,000 net
TOTAL				Php 349,000.00

PHYSICAL ARRANGEMENT

The hotel will provide the following set-up:

- Round, classroom, cluster, u shaped or boardroom table setup
- Podium
- Alcohol dispenser per table
- White board with 1 marker
- 2 Notepads and 1 pencil per person

TECHNICAL REQUIREMENTS

- Non-MAC laptop, extra extension cords c/o client
- 1 LCD Projector (subject to availability)
- Shared WIFI 2mbps
- On call technician
- Basic sound system, 1 wireless and 2 wired microphones

FUNCTION ROOM EXTENSION FEE

- Whole day Function (8:00AM to 5:00PM)
- Full Board Function (8:00AM to 7:00PM) Dinner can be held in the restaurant *(Depends on the availability)*
EXTENSION FEE ; (Php 5,000 net/ hr)

MENU SELECTION

Kindly see attached Menus for your perusal. Please take note that our rates are inclusive of government tax and 10% service charge. Outside food delivery is highly discouraged. *For takeout, minimal fee will apply.*

BEVERAGE ARRANGEMENT

One round of iced tea on Lunch and Dinner
House Tea upon request and Flowing coffee during Meeting

BILLING ARRANGEMENT

- To confirm your reservation, we will require **Purchase Order/ Certificate of Availability of Funds/ Signed Notice of Award** and a signed copy of this contract on or before **July 21, 2023**. Full payment 15-30 days upon receipt of billing.
- For bank deposit, please remit payment to:

BANK	:	BPI U.P. TECHNO HUB
ACCOUNT NAME	:	FIRST COMMONWEALTH HOTEL CORP.
ACCOUNT NUMBER	:	CA 2283-1077-98
- For incidental charges within the guests' stay, payment should be done in cash or credit card upon guest/s' check out.

CANCELLATION POLICY

In case of cancellation or postponement by the **ENGAGER** for whatever reason, the following shall apply:

- a. Fifty percent (50%) will be charged if cancellation is made seventy-two (72) hours prior to the function date.
- b. Full payment will be charged if cancellation is made forty-eight (48) hours prior to the function date.
- c. For cancellations made one (1) day prior to or on the date of the function, the full payment of total cost of function shall be charged.

ROOM ACCOMMODATION	PHP 306,100.00
BANQUET REQUIREMENT	PHP 349,000.00
TOTAL	PHP 655,100.00

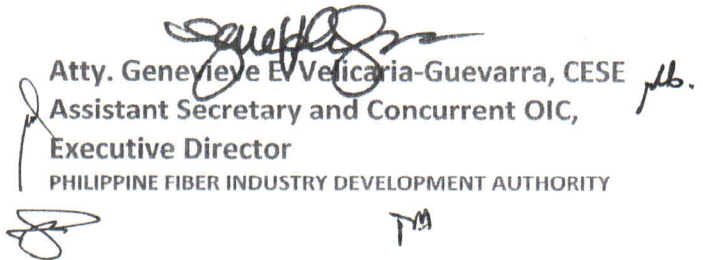
For Meetings, Social Functions, must be **Fully Vaccinated** as mandated by the IATF. Face masks are required to be worn.

We look forward to receiving signed copy of the contract on or before **July 21, 2023** for any questions, please do not hesitate to get in touch with us via our trunk line at (632) 804 6888 or email at aaoperiano@gmail.com/arlene.mupt@gmail.com.

Rest assured that only the best possible service and attention will be extended to your company and your guests.

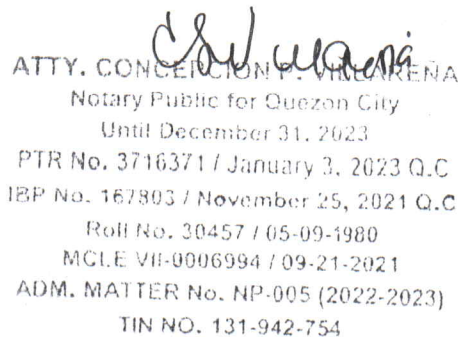
Thank you very much.


Arlene Operiano
Sales Manager


Atty. Genevieve E. Velicaria-Guevarra, CESE
Assistant Secretary and Concurrent OIC,
Executive Director
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

SUBSCRIBED AND SIGNED
BEFORE ME THIS 28 JULY 2023
IN QUEZON CITY

DOC# 728
PAGE# 67
BOOK# 76
SERIES OF 20 20


ATTY. CONCEPCION P. VILLAREÑA
Notary Public for Quezon City
Until December 31, 2023
PTR No. 3716371 / January 3, 2023 Q.C
IBP No. 167803 / November 25, 2021 Q.C
Roll No. 30457 / 05-09-1980
MCLE VII-0006994 / 09-21-2021
ADM. MATTER No. NP-005 (2022-2023)
TIN NO. 131-942-754