



ROOM AND BANQUET RESERVATION CONTRACT

This agreement entered into by and between **LANCASTER HOTEL**, a hotel business entity with principal office address at 622 Shaw Boulevard, Mandaluyong City, represented by Ms. Bhelle Aquino-Espallardo, Head of Sales, hereinafter referred to as HOTEL;

-and-

GPPB-TSO – Government Procurement Policy Board, represented by Atty. Elmira S. Cruz-Caisido, Deputy Executive IV, with principal address at 25th Flr. Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, hereinafter referred to as CLIENT;

WITNESSETH:

WHEREAS, the CLIENT booked for minimum guaranteed of 29 rooms from May 17-18, 2018 various check in and check out

WHEREAS, the HOTEL has the capability to provide room accommodation and meals on the abovementioned dates at reasonable cost

NOW, THEREFORE, the PARTIES both hereunto have agreed, as they hereby agree in consideration herein stipulates as follows:

1. ACCOMMODATION ARRANGEMENT:

| Room Type | Check-in | Check-out | Quantity | No. of nights |
|--|----------|-----------|----------|---------------|
| Twin Sharing | 17 May | 18 May | 29 Rooms | 1 Night |
| Triple Sharing Secretariat Room - Complimentary | 17 May | 18 May | 1 Room | 1 Night |

Inclusions

- Room accommodation with buffet breakfast
 - May 18, 2018 – 58 persons
 - To be served at the Function Room (RL Sky Lounge – M2) from 6:00-8:00AM
 - Free use of Hotel’s pool

- Complimentary internet connection
- Free use of kitchenette

2. BANQUET ARRANGEMENT

| Date | Time | Meal Inclusions | No. of Pax | Function Room |
|--------|---------------------|--|------------|--------------------|
| May 17 | 11:00 AM to 7:00 PM | Buffet Lunch PM Snack Buffet Dinner | 58 | RL SKY LOUNGE – M2 |
| May 18 | 6:00 AM to 6:00 PM | Buffet Breakfast AM Snack Buffet Lunch PM Snack | 58 | RL SKY LOUNGE – M2 |

Remarks

- Rate is nett per person per day.
- If total billing is more than the minimum revenue required, the CLIENT shall be billed based on the actual banquet cost.

Banquet Concessions

- Complimentary use of the function room depending on the package being availed
- Complimentary use of the following amenities:
 - Wide screen and LCD projector
 - Sound system, two (2) microphones, audio jack
 - Well-lighted and ventilated venue and rooms
 - Wi-Fi connection
 - Free flowing water and coffee
 - White boards and markers with erasers

3. COMPUTATION OF CHARGES

May 17-18, 2018

1 Triple Sharing room and 29 Twin Sharing rooms

PHP 1,250.00 x 58 person x 2 days

= Php 145,000.00

Total Amount of Package Rate

= Php 145,000.00 nett

4. The total amount payable to the HOTEL may increase because of the incidental and other authorized charges. Any other incidental expenses incurred by the participants should be on PERSONAL ACCOUNT and must be settled in full upon check-out.

5. CHECK-IN AND CHECK-OUT TIME

The Hotel's standard check-in time starts at 2:00 PM on the day of the arrival while the check-out time is at 12:00 noon.

- a. Request for early check-in depends on the availability of the rooms. If rooms are available upon guests' arrival, early check-in will be allowed. However, a room shall be allocated for the luggage in case rooms are not yet available.
- b. Request for late check-out depends on the availability of the rooms.

6. CORKAGE

The HOTEL will waive three (3) bottles of wine. The following fees shall be charged in excess:

- Wine - PHP 500.00/bottle
- Pork Lechon - PHP 3,000.00/piece
- Beef Lechon - PHP 5,000.00/piece

7. OFFICIAL SIGNATORY/IES

Atty. Elmira S. Cruz-Caisido, Mr. Jerard Barrameda or any GPPB Staff shall be the authorized person/s to sign all room and F & B charges in behalf of the group.

8. REVISION/AMENDMENT

- Additional room accommodation required by the CLIENT may be allowed by the HOTEL but subject to room availability.
- Additional meals required by the CLIENT may be allowed by the HOTEL provided that notification shall be advised at least seventy two (72) hours prior to arrival date.
- Reduction on the guaranteed number of rooms and number of covers on the food and beverage agreements will be charged based on the HOTEL's cancellation policy.

9. PAYMENT

- For Government Agency: Certificate of Availability of Fund (CAF) / Purchase order (PO) is required for send billing purposes. CAF/PO should be tax/emailed prior to the event date. Statement of Account (SOA) will be delivered 5-10 days after the event. Payment should be settled after 15-30days upon receipt of Statement of Account (SOA).
- Any payment made by the CLIENT to the HOTEL is non-refundable.
- The client shall withhold expanded withholding tax (EWT) of two percent (2%) of the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Circular No. 72-2004 since the CLIENT falls under the category of tax payers obliged to withhold from its supplier. A photocopy of the letter from BIR considering that the CLIENT belongs to the Top 10,000 corporations of the Philippines must be submitted to support this arrangement.

10. EXTRA COVERS

Ten percent (10%) extra covers from the minimum guaranteed number of participants shall be accommodated by the HOTEL during the functions but the HOTEL will impose a surcharge of ten percent 10% per person based on the agreed meal rate. In excess of this, additional meal requirement shall be subject to availability and strictly on Chef's discretion.

11. Bringing in of food and drinks from outside shall not be allowed inside the hotel.
12. The HOTEL strictly prohibits racking, sticking and/or hammering any materials in the walls, ceilings, floor, doors, and furniture and fixtures of the venue. In case of damages, the client agreed to be charged accordingly.
13. The HOTEL serves the right to issue further terms and conditions for its safety, protection, and preservation of interest.
14. Any disturbance or discontinuance of this Agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.

16. FORCE MAJEURE

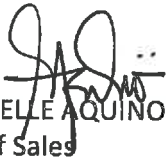
Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to labor disputes, natural disaster, or other causes beyond the control of both parties.

17. The HOTEL will not be held liable for any losses incurred within its premises.

IN WITNESS WHEREOF, the parties hereto sign this document at Manila, Philippines.

ON BEHALF OF THE HOTEL

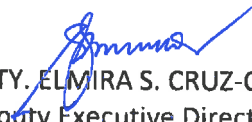
By:



MS. BHELLE AQUINO-ESPALLARDO
Head of Sales
Lancaster Hotel Manila

ON BEHALF OF THE CLIENT

By:



ATTY. ELMIRA S. CRUZ-CAISIDO
Deputy Executive Director IV
GPPB-TSO



MR. AARON M. LIM
Lancaster Hotel OIC
Lancaster Hotel Manila