



February 12, 2020

2nd Revision

MS. LEAH CHRISTIANILDE F. MANOTOK
Investigation Agent V
DEPARTMENT OF JUSTICE
OFFICE FOR COMPETITION
Padre Faura, Ermita, Manila

Dear Ms. Manotok:

RE: DEPARTMENT OF JUSTICE- OFFICE FOR COMPETITION EVENT
February 26, 2020
Banquet Hall 2

Warm greetings from the **Philippine International Convention Center!**

Thank you for considering the PICC as venue for your event. We assure you of our support and cooperation in making this a successful one.

We have **tentatively** booked your event on **February 26, 2020** at the **Banquet Hall 2**.

Due to the proximity of the event, we would require **full payment** on or before, **Friday, February 14, 2020**.

Said payments can be made in **CASH, MANAGER'S CHECK, CASHIER'S CHECK, COMPANY CHECK, OR BANK DRAFT** provided that all checks issued are cleared by the issuing bank at least four (4) working days prior to event. All payments are accepted by our Treasurer from Mondays thru Fridays, except holidays from 9am-5pm only.

However, since this is a government booked event, we are extending send bill arrangements and preferential discount for your event provided that the Letter of Proposal and Contract are signed and a copy of the Certificate of Availability of Funds duly signed by your authorized representative and/or Comptroller is submitted. Payment must be made within one month after receipt of Statement of Account.

I. Banquet Requirements

We would like to inform you that Via Mare is PICC's exclusive caterer. Via Mare being a *Hall of Fame Kalakbay Awardee: "Restaurant of the Year"* has earned a reputation to be proud of for its fresh and creative menus, the quality and presentation of its food, the professionalism and courtesy of its staff, and most importantly, for repeat performances, in satisfying even the most demanding guests.

As soon as you have confirmed with us, we will be glad to arrange a meeting with Via Mare to discuss in detail your food and beverage requirements.

PICC Complex, Pasay City
Metro Manila, Philippines 1307

Fax No: (632) 789 47 40
Tel. No: (632) 789 47 89

www.picc.gov.ph
E-mail: memd@picc.gov.ph

A handwritten signature in black ink, appearing to be the initials "JH" or similar, is written over the contact information.

II. Policy Guidelines

As a policy, the PICC is strictly a **NO-SMOKING** facility. **Children below 7 years old will not be allowed** inside the Center unless children are part of the event proceedings. Wearing of **appropriate attire** for business purposes or social functions must be observed. The Center, likewise strictly enforces the **maximum capacity** of each of the rented facilities as mandated by law. Attached herewith is the PICC House Rules and Regulations for your reference. For other concerns regarding the event, please coordinate with us as soon as possible.


Hopefully, everything is in order. Should you have further inquiries, please feel free to contact us at telephone numbers **789-4739 or 789 4789 local 7039**.

We deeply appreciate your patronage of the Center and we look forward to servicing your event.

Sincerely yours,


SUNNY JEAN Q. JUNIO
Sales and Marketing Specialist

Noted by:


LEONOR F. GERTES **FEB 26 2020**
Assistant Director, Marketing

CONFORME:


LEAH CHRISTIANILDE F. MANOTOK
Investigation Agent
DEPARTMENT OF JUSTICE
OFFICE FOR COMPETITION

AGGREGATE CHARGES
(As of February 12, 2020)
2nd Revision

I. VENUE/ LEASE PERIOD

Package (Php 1,900.00 net x 70 pax)

*Package includes the following:

- Use of the Banquet Hall 2:
 - Set-up without air-con
February 26, 2020/ 4am-12nn
 - Actual with air-con
February 26, 2020/ 12nn-5pm
- Roundtable set-up for 70 pax
- Via Mare's Buffet Lunch and Heavy PM Snacks
for 70 pax minimum guarantee
- Inclusive of V.A.T and applicable service charge for Via Mare
- Basic lights and sound system
- Sign stands
- Engineering services
- Janitorial services
- 12% V.A.T in room rental charges

AGGREGATE CHARGES P 133,000.00

TOTAL P 133,000.00

Note: Any additional charges will be billed to client (e.g. possible extension of hire period, power charges for any technical equipment to be brought inside PICC, charges for any additional requirement that may be incurred, etc.)

CONFORME:


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DEPARTMENT OF JUSTICE
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