



January 29, 2020

ATTY. CHARITO A. ZAMORA
OIC
DEPARTMENT OF JUSTICE – OFFICE OF CYBERCRIME
Padre Faura, Ermita, Manila
T: 8524 8216
E: imtricafort@doj.gov.ph

**RE: Cybercrime Investigation and Prosecution Guidelines Training Seminar (Contract)
February 19-20, 2020 /60 Persons**

Dear Atty. Zamora:

Thank you for choosing us for your event on February 19-20, 2020.

A. Room Accommodation Rates

Room Category	Room Rate Per room, per night
Deluxe Room – based on single or double occupancy	Php3,800.00net per room per night
Deluxe Room with Extra Bed set-up – based on triple occupancy	Php5,500.00net per room per night

Inclusions

- Above rate is inclusive of 10% service charge and applicable gov't tax
- Rate is applicable only for the abovementioned dates.
- Subject to availability
- Check-in: 2pm, Check-out: 12nn
- Room amenities include:
 - Daily Buffet Breakfast
 - Bottled mineral water
 - Coffee & tea making facilities
 - Safety deposit box in the room
 - One (1) Wifi access per room

B. Rooms Reservation

We have reserved the following rooms:

One (1) Deluxe Queen Room – based on single or twin occupancy

Arrival: February 18, 2020

Departure: February 21, 2020

No. of nights: 3

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines
• Tel: +63 2 318-5000 • www.thebayleaf.com.ph

C. Function Room Package Rate

Php1,100.00net per person per day (Inclusive of 10 % service charge and gov't tax)

Minimum guaranteed no. of persons: 60 per day

Inclusion:

One (1) AM Snack, One (1) Buffet Lunch with One (1) round of iced tea, and One (1) PM Snack

In Excess rate per meal:

One (1) AM Snack – Php150.00net per person

One (1) Buffet Lunch with One (1) round of iced tea – Php800.00net per person

One (1) PM Snack – Php150.00net per person

D. Function Room Blocking

Date	Time	Event	Venue	Set-up / No. of person gtd.	Status
February 19, 2020	8am to 5pm	Seminar	Basil 1&2 (3 rd Floor)	Classroom/ 60 persons	Definite
February 20, 2020	8am to 5pm	Seminar	Basil 1&2 (3 rd Floor)	Classroom/ 60 persons	Definite

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- One (1) LCD Projector and Screen
- Basic Sound System with 2 microphones
- Banquet Set-up and Service
- Papers, and Pencils
- Nine (9) Hours use of Function Room
- Whiteboard with Markers and Eraser
- Six (6) Parking Passes
- Six (6) Wi fi Access
- Complimentary flowing Coffee and Tea Amenities

E. Estimated Total Charges based on Contract

Php3,800.00net x 1 Deluxe Room x 3 nights = Php11,400.00net (Room)

Php1,100.00net x 60 persons x 2 days = Php132,000.00net (Banquets)

Php800.00net x 1 person x 3 nights = Php2,400.00net (Dinner)

Total = Php145,800.00net

F. Billing Arrangement

1. CAF (Certificate of Availability of Funds) and LOG (Letter of Guarantee) must be issued based on total estimated guest rooms and banquet charges on or before January 28, 2020.
2. Full settlement must be received 15 days after receipt of SOA (Statement of Account).
3. All other incidental charges to be paid in full charge to company account.

G. Cut-off Dates / Cancellations

1. January 31, 2020
The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room reservations.
2. February 7, 2020
Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the estimated charges stated on item E.

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Atty. Zamora, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 5318 5000 ext. 78005 / 0917 8795075 or send us a message at e-mail address eunice.reyes@thebayleaf.com.ph.

Once again, thank you and we look forward to the pleasure of welcoming you and your guests to The Bayleaf Intramuros.

Sincerely,


EUNICE REYES
Sales Manager

CONFORME:


ATTY. CHARITO A. ZAMORA
OIC

FEB 18 2020