

December 19, 2019

**MS. MA. LUISA OLITOQUIT**  
Director IV  
**DEPARTMENT OF JUSTICE - PLANNING**  
Malate, Manila  
T: 85276 7643  
E: psd@doj.gov.ph

**RE: Seminar (Contract)**  
**January 21-22, 2020 /50 Persons**

Dear Ms. Olitoquit:

Thank you for choosing us for your event on January 21-22, 2020.

**A. Room Accommodation Rates**

<b>Room Category</b>	<b>Room Rate Per room, per night</b>
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. Room Reservation**

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

Arrival: January 21, 2020

Departure: January 22, 2020

No. of nights: 1

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines  
• Tel: +63 2 318-5000 • [www.thebayleaf.com.ph](http://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: 50 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
January 21, 2020	8am to 5pm	Seminar	Basil 1&2 (3 <sup>rd</sup> Floor)	Classroom/ 50 persons	Definite
January 22, 2020	8am to 5pm	Seminar	Basil 1&2 (3 <sup>rd</sup> Floor)	Classroom/ 50 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
- Five (5) Parking Passes
- Five (5) Wi fi Access
- Complimentary flowing Coffee and Tea Amenities

### E. Billing Arrangement

1. CAF (Certificate of Availability of Funds) and LOG (Letter of Guarantee) must be issued based on total estimated banquet charges on or before January 4, 2020.
2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account).

### F. Estimated Total charges based on contract

Php3,800.00net x 1 Deluxe Room x 1 Night = Php3,800.00net (Room)

Php1,100.00net x 50 Persons x 2 Days = Php110,000.00net (Banquets)

**Total = Php113,800.00net**

### G. Cut-off Dates / Cancellations

- a. December 20, 2019      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 guest rooms and function room reservations.
- b. January 4, 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 F.

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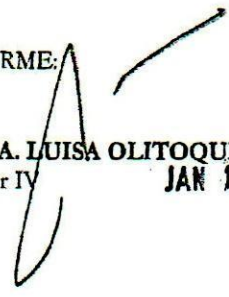
Ms. Olitoquit, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 5318 5000 ext. 78005 / 0917 8795075 or send us a message at e-mail address [eunice.reyes@thebayleaf.com.ph](mailto:eunice.reyes@thebayleaf.com.ph).

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:

  
**MS. MA. LUISA OLITOQUIT**  
Director IV  
JAN 14 2020