

CONTRACT FOR BOC DOJ



June 30, 2023

MR. MIGUEL F. GUDIO JR
Senior Deputy State Prosecutor
Chairperson, Board of Claims
BOARD OF CLAIMS
DEPARTMENT OF JUSTICE MANILA

MR. JESSE H. T. ANDRES
Undersecretary
Head of Procuring Entity

Subject:
35 persons
July 25-26, 2023

Dear Mr. Gudio,

Warm greetings from **One Tagaytay Place Hotel Suites!**
We are pleased to offer you our special package rate for your group.

I. LIVE – IN ARRANGEMENT

Function Date	July 26, 2023			
Type of Function				
Number of Persons	35 persons			
Grand Total:	Php 75,650.00 inclusive of vat.			
Room Requirements: WITH COMPLIMENTARY BREAKFAST				
ROOM TYPES	C/IN – C/OUT	ROOM NIGHT/S	No. of Rooms / Room Rate	TOTAL
DELUXE ROOM (Triple)	July 25-26, 2023	1	1 Room x Php 4300	Php 4,300.00
DELUXE ROOM (Twin)	July 25-26, 2023	1	4 Rooms x Php 3300	Php 13,200.00
DELUXE ROOM (Single)	July 25-26, 2023	1	1 Room x Php 3300	Php 3,300.00
TOTAL ROOM ACCOMMODATION	Php 20,800.00			
Check-in Time 2:00 PM and Check-out Time 12:00PM				
DATE	REQUIREMENTS			
July 26, 2023	MEALS (AM Snacks, Managed Buffet Lunch, PM Snacks,)			
TOTAL BANQUEST & MEAL CHARGES				Php 54,850.00

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Meeting Room Meal Requirements (1 soup, 1 vegetable, 1 viand, 1 rice, 1 dessert and 1 round of drink)

MEALS : Complimentary Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner

- Complimentary Managed Buffet Breakfast 2nd day
- Complimentary Wi-Fi internet access in the lobby, restaurant, function room and guest room
- Complimentary parking space
- Use of function room 9-10 hours 2nd day, Secretariat's Table
- Free Flowing Coffee, Mints & Candies
- Basic PA Sound system, 2 Microphone 2 Stand Microphone
- Whiteboard, marker, 1 Projector and Screen
- Flipchart
- Disinfectant (Alcohol)
- Philippine Flag,
- Tarpaulin

****RATES ARE ONLY JUST FOR THIS EVENT**

TERMS AND CONDITIONS:
BILLING ARRANGEMENTS

SEND BILL ARRANGEMENT: Full payment of the total guaranteed charges shall be settled thirty (30) days after receipt of Statement of Account. A Letter of Authorization, Certificate of Availability of Fund, Photocopy of ID of the authorized signatory and Notice to Proceed/Award (NOP/A) is required to send before the event. Incidental charges must be settled upon check out.

For check payments, please make check payable to **AURORA PREMIER HOTELS & RESORTS CORP.**, the owning company of **ONE TAGAYTAY PLACE HOTEL SUITES**. Personal checks are not accepted.

Account Name: AURORA PREMIER HOTELS &
RESORTS CORP.

Bank Name: Bank of the Philippine Island (BPI)
Account No. 0975-0527-53
Branch: Tagaytay City

Please scan and email to us a copy of your deposit slip so we can monitor with the bank.

1. Personal incidental charges must be settled upon check-out. Preferred mode of payment is cash or credit card only.
2. Revisions/ Changes in guestroom and banquet requirements should be relayed to One Tagaytay Place Hotel Suites in writing at least seven (7) days prior to group's arrival.

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3. Upon submission of signed conforme / payment / signed contract, all accommodations and meals are guaranteed. Any late arrivals or early check-out is subject to cancellation fees based on the agreed rates.

Unless otherwise caused by Force Majeure in which the said event cannot be cancelled but is subject for re-scheduling with prior One-time Postponement Notice to the Hotel, not later than two

(2) weeks prior to check-in date during peak season and not later than seven (7) days during the lean season. Re-scheduling of reservation is subject to availability of rooms and function rooms.

4. Room Cancellation(s) made less than two (2) weeks or seven (7) days prior to the start of the contracted period (based on the above season policy) shall be subject to a Cancellation Fee equivalent to 100% of the charges during the duration of the stay. No-Shows or cancellations done on the day of the check-in shall be subject to 100% Cancellation Fee for the entire duration of the stay.
5. The Client agrees to settle additional charges incurred during their stay / event and should be settled in full upon check out in cash or credit card unless send bill arrangements have been pre-approved.
6. The Hotel prepares an allowance of ten percent (10%) on meal requirements based on the minimum guaranteed. The Hotel shall not be held liable for the delay in service should the number of covers exceed the 10% allowance.
7. Billing will be based on the guaranteed number of attendees contracted for, or actual attendance whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.
8. Please be advised that bringing in of food and beverage at One Tagaytay Place Hotel Suites is strictly prohibited. In the event that the Hotel allows the Client to bring in Food and Beverage, applicable corkage fees to apply. The Hotel shall not be held liable for the quality and condition of the food and beverage brought into the Hotel.
9. DAMAGE BOND – A damage bond in the amount of (20% of total amount due) shall be required for special set ups and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may arise from ingress until egress period. Damage bond is refundable in full, without interest, seven (7) business days after the event provided that no damage was incurred at the Hotel event venue. In the event that this is done without authorization and damage is incurred, the Hotel shall assess the damage and automatically bill the cost of repair and or replacement to the Client.
10. Deposits are refundable only in conjunction with cancellation in Force Majeure Circumstances as mentioned in Force Majeure clause.

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11. Failure to comply with the agreed terms of account settlement stated in this contract, the Hotel shall charge and additional ten percent (10%) to the outstanding balance of the Client.
12. Should the payment be enforced by court action, the Client shall pay an additional twenty five percent (25%) of the money judgement by way of attorney's fee.

FORCE MAJEURE CLAUSE

By signing this agreement, One Tagaytay Place Hotel Suites shall not be liable for failure to carry out such arrangements as mentioned which are caused by labor disputes, Acts of God or conditions beyond our control.

I hope you find everything in order. Should the terms and conditions of this conforme letter meet your approval, please sign on the space provided below and return a copy to us on or **June 30, 2023** to enable us to confirm your reservations.

We look forward to welcoming you and your guests at One Tagaytay Place Hotel Suites!

Sincerely,

Conforme:



Mr. Albert Permelona Jr
Sales Manager
Aurora Premier Hotel and Resorts Corp.
One Tagaytay Place Hotel Suites



25 JUL 2023

MR. MIGUEL F. GUDION JR
Senior Deputy State Prosecutor
Chairperson, Board of Claims