



Tagaytay Country Hotel

July 27, 2023

Mr. Josef Albert T. Comilang
OIC Regional Prosecutor

DOJ ORP REGION-IV

Kagawaran ng Katarungan Building, Brgy. V-B, Trece Martires, San Pablo City
Contact Number: (049) 503-6407
E-mail Address: bacsecretariat04@gmail.com

RE: LIVE-IN TRAINING (CONTRACT) 320 Pax August 3-5, 2023

Dear Mr. Comilang,

Warmest Greetings from Tagaytay Country Hotel!

Thank you for considering Tagaytay Country Hotel as possible venue for the above mentioned activity. It is our pleasure to submit to you the following arrangements for your consideration.

EVENT DETAILS:

Event Dates	:	August 3-5, 2023
Arrival Date	:	August 3, 2023 (Thursday)
Departure Date	:	August 5, 2023 (Saturday)
Check in Time	:	2:00 PM on August 3
Check out Time	:	12:00 NN on August 5
Function Room Use	:	Complimentary

REQUIREMENTS:

Room Requirements: Guaranteed Only @ (3) Days / (2) Nights Accommodation

15 Super Deluxe Rooms @ Sixtuple Sharing	=	90 Pax
2 Studio Deluxe Rooms @ Sixtuple Sharing	=	12 Pax
1 Suite Room @ Sixtuple Sharing	=	6 Pax
6 Deluxe Rooms @ Quintuple Sharing	=	30 Pax
1 Deluxe Room @ Quadruple Sharing	=	4 Pax
22 Superior Rooms @ Triple Sharing	=	66 Pax
2 Economy Rooms @ 3 Pax (Double Deck Beds)	=	6 Pax
4 Economy Rooms @ 4 Pax (Double Deck Beds)	=	16 Pax
TOTAL	-	230 PAX

Meal Requirements:

Aug. 3: Buffet Lunch, Plated PM Snack @ **60 Pax**

Aug. 3: Buffet Dinner @ **230 Pax**

Aug. 4: Buffet Breakfast @ **320 Pax**

Plated AM Snack @ **320 Pax**

Buffet Lunch @ **320 Pax**

Plated PM Snack @ **320 Pax**

Buffet Dinner @ **320 Pax**

Aug. 5: Buffet Breakfast @ **230 Pax**

TOTAL PACKAGE RATE	= PHP 1,092,000.00 NETT
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CONCESSIONS AND AMENITIES:

- Free (1) piece Welcome Streamer.
- Free (1) piece Backdrop Streamer.
- Free use of Fully Air-conditioned Function Room with complete set-up of Standard Conference Equipment's. (Standard Sound System with PA, 4 - 5 sets wireless microphones, Whiteboard with Markers, Pads and Pens, Philippine Flag / Philippine National Anthem Song, Podium / Rostrum, (2) Sets of LCD Projector with Widescreen, Extension cords, Flipchart with Standee, CD / DVD Player, Cassette Tapes. ...etc)
- Free unlimited Wi-Fi access at the Hotel's Lobby Lounge, Rooms, Public Areas, Function Rooms and restaurant.
- Free Use of Spacious Parking Lot.

Olivarez Plaza, E. Aguinaldo Hi-way Tagaytay City Telefax (046) 413-3310 / (046) 413-3097 / (02) 888-5784
E-mail: tch.inquiry@gmail.com

Manila Sales Office:

Olivarez College Compound, Dr. A. Santos Ave., Sucat Road, Parañaque City Tel. Nos.: (632) 826-4332 / 825-8656



- Free flowing of coffee, tea, candies and mints during conference proper.
- Free use of Safety Deposit Box.
- Free use of Swimming Pool from 8:00 am – 10:00 pm.
- No extra charge for electricity of laptops of all participants.
- 10% discount – All Hotel Facilities

Prices are subject to change without further notice unless the contract has been signed and finalized.

RESERVATIONS:

- ❖ A reservation is confirmed when the contract is signed and received. The hotel reserves the right to schedule another function / event if the signed contract is not received 2 weeks before the event target date.

BILLING ARRANGEMENT:

- ❖ The Total Package Rate and other incidentals if any has to be settled in full payment within 30 days after the event upon the presentation of the STATEMENT OF ACCOUNT (**SENBILL ARRANGEMENT**).
- ❖ Package Rate is inclusive of VAT / Government Taxes, any claims for a withholding tax or exemption should be supported by government certificate (**BIR FORM 2306 / 2307**)
- ❖ If paying by company Cheque, please make Cheque payments payable to **TAGAYTAY AUTOMART INC.** Personal Cheque are not accepted.
- ❖ 4% additional charge shall be applied to any of the Portion of the Total Package paid via Credit Card.
- ❖ For group's, incidental charges outside the Total Package will be charged to personal accounts' of participants, unless otherwise countersigned by the group's authorized signatory.
- ❖ Bank to Bank Payment – Account Details
 - 1. Account Name** : Tagaytay Auto Mart Inc.,
 - Savings Account Number** : 1-376-02091-2
 - Bank Name** : **RCBC**
 - Branch** : E. Aguinaldo Highway, Olivarez Plaza, Tagaytay City

 - 2. Account Name** : Tagaytay Auto Mart Inc.,
 - Savings Account Number** : 1-502-1061-78
 - Bank Name** : **LANDBANK**
 - Branch** : E. Aguinaldo Highway, Tagaytay City

GUARANTEED BOOKING:

- ❖ It is understood that venue and other charges are guaranteed, any reduction and cancellation done after signing of the contract will be subject to 100 % of the total charges.

CANCELLATION POLICY:

- ❖ Cancellation charges equivalent to fifty percent (50%) of the Total Package Rate for the cancellation made (2) two weeks or less prior to booking date.

LIABILITY:

- ❖ In cases where the organizer's and participants will bring their equipments (laptop, digital camera's, gadgets and other's) it is being understood that the hotel is not liable in any manner for the loss or damage to any of the above property of the guests brought into the hotel, unless the guest could prove by conviction in a criminal case that the loss or damage as due gross negligence of the hotel and its official and employees.

ACCEPTANCE CLAUSE:

- ❖ The company thru its authorized representative hereby acknowledge that it has read, understood and accepted the terms and conditions of the quotation.

Mr. Comilang, I hope that the above arrangements meet your approval. If you agree to the mentioned arrangements and terms and conditions specified, please indicate your conformity by signing the space provided below and return the proposal/contract as soon as possible.

Should you have further queries, please do not hesitate to call me through the following numbers (02) 888-5784 / (046) 413-3310 / 0947-751-2382 / 0992-577-4479 or simply send an email at kingvecinalduenas@yahoo.com / tch.inquiry@gmail.com.

Thank you and we are looking forward to the pleasure of serving you and your guest at Tagaytay Country Hotel and assure you that everything possible will be done to make your stay enjoyable and memorable one.

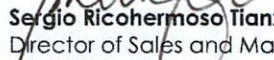
With Best Regards,

Yours Truly,


King Vecinal Duenas
Sales Account Executive


TAGAYTAY COUNTRY HOTEL

Noted by:


Sergio Ricohermoso Tianzon III
Director of Sales and Marketing

TAGAYTAY COUNTRY HOTEL

Conformer:


Mr. Josef Albert T. Comilang
OIC Regional Prosecutor

DOJ ORP REGION-IV

August 3-5, 2023