



MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** made and entered into this **7th day of June 2023** at Lotus Blu Hotel, Yashano Mall Bldg. Terminal Road F, Imperial St. Bitano Legazpi City, Philippines by and between:

MAYON BLUE LOTUS CORPORATION (Operated by: LOTUS BLU HOTEL) with office address at Yashano Mall Bldg. Terminal Road F, Imperial St. Bitano Legazpi City; hereinafter referred to as the **FIRST PARTY** represented by **MS. SHERYLL D. BUBAN – Manager** and;

Department of Justice – Office of Cybercrime with office address at Padre Faura St. Ermita Manila, 1000 hereinafter referred to as the **SECOND PARTY** represented by **MS. ANGELA MARIE M. DE GRACIA- CRUZ – OIC Director, Office of Cybercrime and ATTY. JESSE H.T. ANDRES – Undersecretary, - Head of Procuring Entity**

WITNESSETH

That the **FIRST PARTY** agrees to provide the **SECOND PARTY** lease of **ROOM** and **FUNCTION HALL** with food at the following rate:

		Title of Event – “DOJ: CYBER HYGIENE OF ALL”	
Hotel Accommodations			
Occupancy Date	:	July 17, 2023 (1 night)	
Number of Rooms	:	10 (2 pax in a room)	
Type of Room	:	Deluxe Queen	
Rate	:	Php 3,500.00 x 10 rooms =	Php 35,000.00
Occupancy Date	:	July 17, 2023 (1 night)	
Number of Rooms	:	15 (2 pax in a room)	
Type of Room	:	Deluxe Twin	
Rate	:	Php 4,000.00 x 15 rooms =	Php 60,000.00
Total Accommodations			Php 95,000.00

Inclusions:

Room Accommodation with cable TV, Hot & Cold Shower
Complimentary Wi-Fi access
En suite bathroom amenities
Complimentary Buffet Breakfast
Complimentary Round Trip Airport Transfer
Coffee making facility with complimentary bottled water

Check – In / Check- Out Time:

Standard check- in time is 2:00 pm onwards and check – out time is 12:00 NN

Early check – in and late check – out is subject to availability and prior approval from the Management.

Function Hall & Meals

Occupancy Date: July 17, 2023
Number of Pax: 40
No. of days: 1 day

Dinner Php 450.00 x 40 pax x 1 day = Php 18,000.00

Occupancy Date: July 18, 2023
Number of Pax: 40
No. of days: 1 day

Am Snacks Php 250.00 x 40 pax x 1 day = Php 10,000.00
Lunch Php 450.00 x 40 pax x 1 day = 18,000.00
PM Snacks Php 250.00 x 40 pax x 1 day = 10,000.00 38,000.00

Total Meals & Venue Php 56,000.00

GRAND TOTAL Php 151,000.00

Inclusions:

- Use of Function Hall for 8 hrs
- Plated AM & PM Snack
- Assisted Lunch and Dinner Buffet
- Complimentary Wi-fi access
- Free use of LCD Projector and screen, White board and marker
- Free flowing of juice or coffee
- Complimentary use of basic light and sound system

It is agreed that the **SECOND PARTY** shall pay the **FIRST PARTY** in full in case there is cancellation of booking.

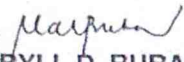
It is agreed that the **SECOND PARTY** shall present Travel Order/ Office Order/ Trip Ticket and Authority to Lodge before he/she will check- in.

It is agreed that the **SECOND PARTY** shall pay the amount of One Hundred Fifty One Thousand (Php 151,000.00) 15 working days after the completion of services.

IN WITNESS WHEREOF, the parties hereto have set their hands at the place and dates below written.

MAYON BLUE LOTUS CORPORATION
First Party

DEPARTMENT OF JUSTICE- OFFICE OF CYBERCRIME
Second Party

BY : 
SHERYLL D. BUBAN

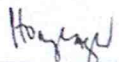
BY :  21 JUN 2023
MS. ANGELA MARIE M. DE GRACIA- CRUZ


ATTY. JESSE H.T. ANDRES
HEAD OF PROCURING ENTITY

Date : _____
Place : Legazpi City

Date : _____
Place : Manila

SIGNED IN THE PRESENCE OF:


HONEYLET L. AGUALLO

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY of Legazpi

BEFORE ME, a Notary Public, for and in the City of Legazpi, personally appeared:

	Proof of Identity	Validity
SHERYLL D. BUBAN	Driver's License E02- 12-000526	2032/07/17
ANGELA MARIE M. DE GRACIA- CRUZ		
ATTY. JESSE H.T. ANDRES		

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of three (3) pages including this page wherein this Acknowledgement is written and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2023 at _____, Philippines.

Doc No. _____;
Page No. _____;
Book No. _____;
Series of _____;