



August 14, 2019

MS. AUBREY BASTARECHE

Client

INTER-AGENCY COUNCIL AGAINST TRAFFICKING

Padre-Faura Street, Ermita, Manila, 1000 Metro Manila

Email Address: aubreybastareche@gmail.com

Dear Ms. Bastareche:

**RE: 48TH IACAT COUNCIL MEETING
October 3, 2019
Meeting Room 6**

Warm greetings from the **Philippine International Convention Center!**

Thank you for considering the PICC as venue for your event. We assure you of our support and cooperation in making this a successful one.

✓ We have tentatively booked your event on **October 3, 2019** at the **Meeting Room 6**, and your option date to confirm is **on or before Monday, August 26, 2019**.

As a policy, upon confirmation, we would be requiring payment of your reservation fee equivalent to **25% of the total charges** (based on the attached schedule and rate). Said fee is non-refundable and shall serve as guarantee for your booking. Non-compliance with the said requirement shall automatically release your booking to waitlisted clients without prior notice.

Furthermore, please find below the schedule of payments for your reference:

Monday, August 26, 2019	25% Reservation Fee
Monday, September 16, 2019	Full Payment

Said payments can be made in **CASH, MANAGER'S CHECK, CASHIER'S CHECK, COMPANY CHECK, OR BANK DRAFT** provided that all checks issued are cleared by the issuing bank at least four (4) working days prior to event. All payments are accepted by our Treasurer from Mondays thru Fridays, except holidays from 9am-5pm only.

However, since this is a government booked event, we are extending send bill arrangements and preferential discount for your event provided that the Letter of Proposal and Contract are signed and a copy of the Certificate of Availability of Funds duly signed by your authorized representative and/or Comptroller is submitted. Payment must be made within one month after receipt of Statement of Account.

I. Banquet Requirements

We would like to inform you that Via Mare is PICC's exclusive caterer. Via Mare being a *Hall of Fame Kalakbay Awardee: "Restaurant of the Year"* has earned a reputation to be proud of for its fresh and creative menus, the quality and presentation of its food, the professionalism and courtesy of its staff, and most importantly, for repeat performances, in satisfying even the most demanding guests.

As soon as you have confirmed with us, we will be glad to arrange a meeting with Via Mare to discuss in detail your food and beverage requirements.

II. Policy Guidelines

As a policy, the PICC is strictly a **NO-SMOKING** facility. **Children below 7 years old will not be allowed** inside the Center unless children are part of the event proceedings. Wearing of **appropriate attire** for business purposes or social functions must be observed. The Center, likewise strictly enforces the **maximum capacity** of each of the rented facilities as mandated by law. Attached herewith is the PICC House Rules and Regulations for your reference. For other concerns regarding the event, please coordinate with us as soon as possible.

Hopefully, everything is in order. Should you have further inquiries, please feel free to contact us at telephone numbers **789 4735 or 789 4789 local 7035 or mobile # (0920) 947-5033 / 097-622-4974**.

We deeply appreciate your patronage of the Center and we look forward to servicing your event.

Sincerely yours,

Noted by:


ROWENA SEVILLA-MENDOZA
Sales & Marketing Officer


DINAH M. GONZALEZ
Director, MEMD

CONFORME:


ATTY. RUFENER G. FALCIS II
OIC / Executive Director
Client: IACAT Secretariat
INTER-AGENCY COUNCIL AGAINST TRAFFICKING

48TH IACAT COUNCIL MEETING
October 3, 2019

AGGREGATE CHARGES
(with Security Deposit)
(As of August 14, 2019)

I. VENUE / LEASE PERIOD

Package (P 1,200.00 net x 60pax)

***Package includes the following:**

- Use of Meeting Room 6
- Set-up without aircon
October 3, 2019 / 5am-1pm
- Actual with aircon
October 3, 2019 / 1pm-5pm
- Board Room set-up for 60 pax
- Via Mare's Merienda Cena for 60 pax minimum guarantee
- Inclusive of V.A.T. and applicable service charge for Via Mare
- Basic lights and sound system
- Platform
- Podium
- Sign stands
- Engineering services
- Janitorial services
- 12% V.A.T in room rental charges

AGGREGATE CHARGES P 72,000.00

II. OTHER TECHNICAL REQUIREMENT

P 10,640.00

- 11 Conferencing Microphones

III. SECURITY DEPOSIT

13,360.00

(Allotted for possible extension of hire period, power charges for any technical equipment to be brought inside PICC, charges for any additional requirement that may be incurred, etc. Refundable to the extent not utilized.)

TOTAL P 96,000.00

CONFORME:


ATTY. RUDIGER G. FALCIS II

OIC - Executive Director

Client - IACAT Secretariat

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