

July 29, 2019

ATTY. MA. YVETTE T. CORONEL

Deputy Executive Director

DEPARTMENT OF JUSTICE - INTER-AGENCY COUNCIL AGAINST TRAFFICKING

Ermita, Manila

T: 527 2363

E: glendamelodillar@gmail.com

**RE: Technical Working Group Meeting on the
Development of Materials on Specific Types of
Trafficking (Contract) August 20, 2019 / 40
Persons**

Dear Atty. Tamayo:

Thank you for choosing us for your event on August 20, 2019.

A. Function Room Package Rate

Php950.00net per person *(Inclusive of 10 % service charge and gov't tax)*

Minimum guaranteed no. of persons: 40

Six (6) Hours use of Function Room

Inclusion:

One (1) AM Snack, and One (1) Buffet Lunch with One (1) round of iced tea

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

B. Function Room Blocking

Date	Time	Event	Venue	Set-up / No. of person gtd.	Status
August 20, 2019	8am to 2pm	Meeting	Marigold (3 rd Floor)	Classroom/ 40 persons	Tentative

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- Basic sound system with 3 microphones
- One (1) LCD Projector and Screen
- Banquet Set-up and Service
- Papers and Pencils
- Whiteboard with Markers and Eraser
- Four (4) Wifi Access
- Four (4) Parking Passes
- Complimentary Flowing Coffee or Tea

C. Estimated Total charges based on contract

Php950.00 net x 40 persons x 1 day = **Php38,000.00**

Muralla corner Victoria Streets, Intramuros Manila 1002,
Philippines

Tel: 527 2363



D. 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 August 13, 2019.
2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account).

E. Cut-off Dates / Cancellations

a. August 6, 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. August 13, 2019

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 C.

Atty. Falcis, 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 318 5000 ext. 78005 / 0917 8795075 or send us a message at e-mail address 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:


ATTY. MA. YVETTE T. CORONEL
Deputy Executive Director