



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE OF AWARD

**MYLES ELEAZAR**

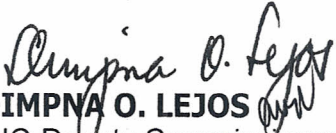
Roxas Boulevard corner Dr. J.  
Quintos Street, Manila 1000, Philippines

Dear Ms. Eleazar:

Based on the Bureau of Customs- Bids and Awards Committee Resolution No. 2015-02 , we are pleased to inform you that the contract for the project "Lease of Function Room for the ASW Technical Working Group Meeting is hereby awarded to your company in the amount of Php. 320,000.00.

In this regard, you are hereby required to sign the contract stated in Section 37.2 of the Implementing Rules and Regulations of Republic Act No. 9184 within five (5) calendar days upon receipt of this Notice.

Very truly yours,

  
**DIMPNA O. LEJOS**  
OIC-Deputy Commissioner  
Internal Administration Group



Republic of the Philippines  
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## **NOTICE TO PROCEED**

### **MYLES ELEAZAR**


Roxas Boulevard corner Dr. J.  
Quintos Street, Manila 1000, Philippines

Dear Ms. Eleazar:

The attached Contract having been approved, notice is hereby given to DIAMOND HOTEL PHILIPPINES that work may commence on the project "Lease of Function Room for the ASW Technical Working Group Meeting, effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordination with the External Affairs Committee under the terms and conditions of the Contract.

Very truly yours,

  
**DIMPNA O. LEJOS**  
OIC-Deputy Commissioner  
Internal Administration Group

June 16, 2015

**MS. DIMPNA O. LEJOS**  
**OIC - DEPUTY COMMISSIONER, IAG**  
 Bureau Of Customs  
 Bureau of Customs, South Harbor, Port Area. Gate 3  
 Manila 1099  
 Philippines

Telephone: 63 2 527 1964  
 Email: [bocbacsecretariat2014@gmail.com](mailto:bocbacsecretariat2014@gmail.com)

**EVENT CONTRACT**  
**Bureau Of Customs**  
**07 July to 10 July 2015**

Dear Ms. Lejos,

Thank you for choosing Diamond Hotel Philippines to provide room accommodation and banquet services to your guests attending the **Bureau Of Customs on July 07, 2015 to July 10, 2015**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

**FUNCTION ROOM BLOCKING**

We are pleased to be reserving the following rooms according to your inquiry requirements.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
7/07/2015	8:00 AM	5:00 PM	Meeting	Aqua-Libra Room (27 <sup>th</sup> floor)	U-Shape	50	Waived in lieu of meeting package
7/08/2015	8:00 AM	5:00 PM	Meeting	Aqua-Li bra Room (27 <sup>th</sup> floor)	U-Shape	50	Waived in lieu of meeting package
7/09/2015	8:00 AM	5:00 PM	Meeting	Aqua-Libra Room (27 <sup>th</sup> floor)	U-Shape	50	Waived in lieu of meeting package
7/10/2015	8:00 AM	5:00 PM	Meeting	Aqua-Libra Room (27 <sup>th</sup> floor)	U-Shape	50	Waived in lieu of meeting package (1 <sup>st</sup> to confirm basis)



Should there be a significant increase or decrease in your attendance, we reserve the right to reassign the appropriate function room

\*Please advise us on or before your cut-off date. Unconfirmed reservation on that date would mean automatic cancellation of the said reservation.

**BANQUET RATES AND INCLUSIONS**

	<b>SPECIAL RATE:</b>	<b>STANDARD RATE:</b>
<b>MEETINGS PACKAGE 2</b>	Php 1,600.00 net per person	Php 2,100.00 net per person
Minimum of 10 persons		
Morning Snack		
Classic Buffet Lunch with 1 round of either soft drink or iced tea		
Afternoon Snack		
Free-flowing coffee or tea		

*\* Buffet Lunch comes with Free-flowing coffee or tea and one round of either soft drink or iced tea*

**SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS**

**CORKAGE:**

PHP 1.00 per ml for standard brands and PHP 2.00 per ml for premium brands should you wish to bring in bottled wines inside the function room

**EQUIPMENT RENTALS**

◆ DVD Player with TV monitor	PhP 4,500.00 net per day
◆ Lapel Microphone	PhP 1,950.00 net per day
◆ LCD Projector	PhP 10,000.00 net per day
◆ Electricity Charge (for equipment to be brought in)	PhP 5,000.00 net per day
◆ Basic Mobile Set-Up	PhP 15,000.00 net per day
◆ Videoke	PhP 10,000.00 net per day

**BANQUET CONCESSIONS**

For your patronage with Diamond Hotel Philippines, we are pleased to extend the following concessions.

- ◆ Use of function room for a minimum number of guaranteed persons
- ◆ PA System / Tape Deck / CD Player
- ◆ Podium / Rostrum with microphone
- ◆ Flipchart stand with 10 pieces of flipchart paper per day
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Projection screen
- ◆ 10 pcs of Conference Mics
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily



DIAMOND HOTEL  
PHILIPPINES

- ◆ Standard physical arrangement
- ◆ Standard floral arrangement
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons for basement parking
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees for basement parking

#### FUNCTION ROOM RENTAL

We are pleased to waive the room rental of the function room for a specified number of guaranteed persons or an equivalent minimum revenue requirement. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.

#### TERMS AND CONDITIONS

A deposit will be required to confirm your arrangements. Charges must be settled in full at least one (1) month before the event date (with cash, credit card or telegraphic transfers) unless a credit line is arranged with the hotel. Schedule of payments will be outlined in the contract.

#### Incidental Charges:

Incidental charges will be on the guests' own account; payment before check out. A credit card imprint or cash deposit will be required upon check-in.

#### OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **June 18, 2015**. If we do not get your confirmation by then, we have the option to change your rates and other arrangements, as well as release any space which is being held for you. Upon confirmation, an event order will be issued detailing your arrangements upon final discussion.

#### POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

#### *For Banquets:*

For cancellations, the PATRON shall pay 50% of the expected banquet revenue if cancellation is made 61 to 90 days before the function. 100% payment of the expected banquet revenue if cancellation is made 60 days and less.

**Force Majeure:** The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.



DIAMOND HOTEL  
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CONTRACT PROVISIONS  
TERMS AND CONDITIONS

**Guaranteed Number of Persons**

- The HOTEL shall charge the PATRON for the guaranteed number guests OR actual number of persons whichever is higher.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons. If the actual cover exceeds the 10% allowance - set up and food, replenishment shall be subject to the availability of stock and operating supplies. Diamond Hotel Philippines will do its best to accommodate and deliver service on time for any last minute (if notice is received less than 24-hours prior to affected meal period) increase in the guaranteed minimum. Diamond Hotel Philippines will recommend to the Client substitution of item if in case fortuitous event occurs.
- Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

**Food and Beverage**

- All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON IS NOT PERMITTED TO BRING IN FOOD AND BEVERAGE ITEMS IN THE HOTEL UNLESS THERE IS A SIGNED AGREEMENT TO THE CONTRARY.
- In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.
- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

**Cancellation**

- 100% cancellation charges are to be applied based on the total package expense indicated in the contract

**Non-Compliance to Payment Scheme**

- If the required payment/s is/are not received on the scheduled date/s, reservation for the group may be subject to cancellation. However, notice shall be given to the Client. Reinstatement of booking shall be subject to venue availability.

**Damage**

- The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

**Exclusions of Liability**

- The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

**Ms. Lejos**, we hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

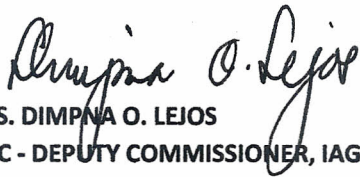
**We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.**

Very truly yours,



**MYLES ELEAZAR**  
Sr. Events Manager  
63 2 305 3000 ext 8413

**CONFORME:**



**MS. DIMPNA O. LEJOS**  
OIC - DEPUTY COMMISSIONER, IAG  
Bureau Of Customs