



February 9, 2022

MR. RENATO EBARLE

Undersecretary
Department of Labor and Employment
Email Address: ps@dole.gov.ph

Dear Mr. Ebarle,

Warm Greetings from Alta D' Tagaytay Hotel!

Thank you for considering us to be the venue of your event on **February 11 to 12, 2022** with **18 persons**.

Please find below details for review and consideration.

A. Room Requirements **Php 34, 200.00nett**

ROOM CATEGORY	NO. OF ROOMS	NO. OF PAX/ROOM	ROOM RATE	TOTAL
Superior Room @ Twin Sharing	4	8	Php 3,900.00	Php 15,600.00
Superior Room @ Quadruple Sharing	1	4	Php 4,500.00	Php 4, 500.00
Ridge Room @ Single Occupancy	2	2	Php 4,500.00	Php 9, 000.00
Ridge Room @ Triple Sharing	1	3	Php 5,100.00	Php 5, 100.00

- Overnight accommodation
- In-room Wi-Fi access
- Complimentary Bottled Water
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Check In/Out Time :

- Check-in time starts at 2:00 PM on the day of arrival. Check-out time is 12:00 noon.
- 50% of the contracted room rate shall be charged for **check-in** between 7:00 AM & 12:00 noon.
- Early check-ins subject to availability.
- 50% of the contracted room rate shall be charged for late **check-out** up to 6:00 PM. The full contracted room rate will be charged after 6:00 PM.



B. Meals and Banquet Requirements **Php 52, 500.00nett**

In excess of 18 persons, Php 2,000.00 shall be charged per person

Meal:

February 11, 2022

- AM Snacks *good for eighteen (18) persons*
- Family Style Lunch *good for eighteen (18) persons*
- PM Snack *good for eighteen (18) persons*
- Family Style Dinner *good for twelve (12) persons*

February 12, 2021

- Set Breakfast *good for seventeen (17) persons (part of the room rate)*

Inclusions:

- Use of Braga Function room for 10 hrs
- Basic Sound System
- LCD projector and widescreen
- Electricity and Air conditioning system
- Pads and Pencils
- Flowing coffee
- Parking space
- Wi-Fi access

Set-up

- Registration Table
- Banquet Chairs
- IBM Tables
- Use of podium

Requirements:

Room Requirements	Php 34, 200.00
Meal and Banquet Requirements	Php 52, 500.00

TOTAL : **PHP86,700.00**

Payment Policy

- Fifty percent (50%) of the total charges should be settled upon signing of the contract and the remaining fifty percent (50%) including all incidentals and authorized charges will be settled in full upon departure.
- Payment for Send Bill Arrangement should be settled with 15 days upon departure.



- Payments may be made thru any **CHINA BANK CORP.** branch with the following details:
 - **Account name: University of Perpetual Help Rizal, Inc.**
 - **Account number: 104000000396**
 - **Las Piñas Branch**
- Payments made by the **CLIENT** to the **HOTEL** are non-refundable.
- A "Certificate of Creditable Tax" for taxes withheld shall be submitted by the **CLIENT** to the **HOTEL** prior to group's check-out. Otherwise, the **HOTEL** will require full payment of the total amount payable by the **CLIENT**.
- The **CLIENT** shall withhold expended withholding tax (EWT) of 2% from the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 since the **CLIENT** falls under the category of tax payers obliged to withhold from its supplier. However, a photocopy of the letter from BIR considering that the **CLIENT** belongs to the top 10,000 corporation of the Philippines must be submitted to support this arrangement.

Cancellation Policy

- **Forty-five (45) day notice prior to arrival date, the CLIENT will be charged Thirty percent (30%) of the total guaranteed package.**
- **Thirty (30) day notice prior to arrival date, the CLIENT will be charged Fifty percent (50%) of the total guaranteed package.**
- **Fifteen (15) day notice prior to arrival date, the CLIENT will be charged with the FULL AMOUNT of the total guaranteed package.**

We hope that you will give due consideration to the special venue rental package offered. Should you have further queries, please do not hesitate to contact us and should you be amenable with the offered arrangements, kindly affix your signature below and return the signed agreement, on or before **February 9, 2022.**



Once again, thank you very much and we look forward to welcoming you and your group at Alta D' Tagaytay. For further queries, you may contact me at telephone numbers **+63956 561 6469** or thru reservations.altadtagaytay@gmail.com .

Yours Sincerely,

Conforme:

ALTA D' TAGAYTAY HOTEL

ANGELICA LYKA MEDINA
Sales Assistant

MR. RENATO EBARLE
Undersecretary
Department of Labor and Employment

HELEN GRACE SABUQUIA
Sales and Marketing Manager

CERTIFIED FUND AVAILABLE

RICHELDA L. BALLAD
Chief Accountant
Financial Management Service

₱61,470.53
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