

6 May 2022

Mr. Silvestre H. Bello III

Secretary

Department of Labor & Employment (DOLE)

Bureau of Workers with Special Concerns
9F G.E. Antonio Bldg. Kalaw cor Bocobo St.
Ermita, Manila, Philippines

Dear **Mr. Bello III**;

RE: Y2022 Best DOLE Assisted Livelihood Project
May 27, 2022

We are delighted to learn that Bureau of Workers with Special Concerns (BWSC) has selected New Coast Hotel Manila ("the Hotel") as the venue for your upcoming Y2022 Best DOLE Assisted Livelihood Project on May 27, 2022.

We are pleased to confirm the following:

I. FUNCTION SPACE REQUIREMENTS

Based on the requirements outlined by the Bureau of Workers with Special Concerns (BWSC) the Hotel has reserved the function space set forth on the Event Agenda Chart below:

Date	Start Time	End Time	Function	Room	Setup	Agr
26 May	6:00 PM	8:00 PM	Dinner	Market Cafe	Existing	246
27 May	6:00 AM	8:00 AM	Breakfast	Market Cafe	Existing	246
27 May	8:00 AM	5:00 PM	Conference	Ballroom 1&2	Round	364
28 May	6:00 PM	9:00 PM	Dinner	Ballroom 1&2	Round	364
29 May	6:00 AM	9:00 AM	Breakfast	Market Cafe	Existing	246

Maximum Capacity and Set-up

- The maximum capacity of the above-mentioned function room is Four Hundred (400) persons in Round Table set-up.
- Ingress/ Set-up time is on May 26, 2022 from 12:00NN to 6:00PM before the event.
- Use of the function room is confirmed until 3:00PM of May 7, 2022
- Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after your event, an applicable excess hourly charge will be applied. A fraction of an hour is considered one full hour.

BREAKDOWN OF CHARGES:

Guest Room with Buffet Breakfast

Occupancy	Room Rate	No. of Room	No. of Nights	Sub-Total
Twin Sharing	PHP 4,500 NETT	123	2	PHP 1,107,000.00
TOTAL ROOM CHARGE				PHP 1,107,000.00 NETT




Meals	May 26 No. of Pax	May 27 No. of Pax	May 28 No. of Pax
Breakfast	-	246	246
AM Snack	-	246	-
Lunch	-	246	-
PM Snack	-	364	-
Dinner	246	364	-

TOTAL BANQUET PACKAGE	PHP 908,000.00 NETT
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TOTAL ROOM & BANQUET CHARGES: PHP 2,015,000.00 NETT
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Package Inclusions:

- Use of meeting room based on the above schedule
- Meals: Based on the above requirements
- WiFi Connection
- Flowing coffee and tea
- LCD Projector and Screen
- Basic Sound System with Microphones
- Stage and Podium
- Registration Table
- Philippine Flag with Stand
- Conference pads and pencils
- Mints
- Dedicated convention services personnel to attend to all meeting arrangements.
- Complimentary thirty-five (35) parking pass shall be provided by the hotel. No complimentary parking pass shall be charged at P200/parking slot per eight (8) hours. *Rates are subject to change without prior notice.*
- Requirement for early set-up/ingress is subject to availability of the function rooms with applicable ingress charges.

III. AUDIO VISUAL EQUIPMENT

Microphones, public address system, flipchart, conference papers and pencils, projector screen and extension cords for laptops may be provided by the Hotel on a complimentary basis. However, you may incur incidental charges for the use of the equipment indicated below. *Rates include VAT and local government tax, may change without prior notice, and are subject to availability:*

- Additional multi-media projector or LCD screen, good for a maximum of eight hours' use: 10,000 ANSI lumens projector for PHP 15,000.00
- Additional microphones at PHP 2,000.00 each, in excess of two complimentary microphones
- VGA switcher at PHP 6,000.00
- 2 moving heads & 8 PAR lights at PHP 10,000.00
- An electrical fee of PHP 5,000.00 shall be charged should you bring in a band, mobile system or performer. The Hotel also encourages clients to bring a generator set.

IV. PARKING

The hotel offers a number of courtesy car passes corresponding to 10% of your minimum number of attendees. For your other guests, a fixed parking fee of PHP 150.00 is applicable for the duration of the event only.

V. SECURITY

The Hotel is equipped with a closed circuit television (CCTV) system that monitors public areas all around the Hotel property and area of responsibility. This includes hallways, lifts, other public areas and the Ballroom.

