



NOTICE OF AWARD

01 December 2017

Ms. MEANN LA ROSA

Assistant Director of Sales
HOTEL REMBRANDT
26 Tomas Morato Extension
Brgy. South Triangle
Quezon City
Tel. No. 843-6813

Dear Ms. La Rosa:

We are happy to inform you that your submitted quotation for the project "Hotel Accommodation and Catering Services" for the Contract Price equivalent to **One Hundred Thousand Pesos Only (Php100,000.00)** is hereby accepted.

Thank you.

Very truly yours,

RICHARD P. BURGOS
Director

Conforme :

(Hotel Rembrandt Representative)

Date : _____



ABSTRACT OF QUOTATIONS

PR No. _____

Quotation No. _____

No.	Qty.	Unit	Description	Hotel Rembrandt	Luxent Hotel	Hotel Kimberley		
1	1	lot	Venue and Food Accommodation Date: 11 December 2017 DOST Media Assessment and Thanksgiving Activity	100,000.00	109,000.00	110,000.00		

In the evaluation of the herein offers, with the evaluation of the Technical Working Group (TWG) of the STII BAC, and the preference of the End-user considered, we hereby recommend the award to:

Hotel Rembrandt

STII BIDS & AWARDS COMMITTEE

JAQUELINE C. BALLESTEROS
Member

ALAN C. TAULE
Member

ARLENE E. CENTENO
Vice Chair

BEN

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option date which is Two (2) weeks before the event date

II. PAYMENT TERMS

Please be informed of the following payment terms: **Send Billing arrangement within Fifteen (15) working days upon receipt of Statement of Account. The Hotel shall require signed contract and certificate of availability of funds (CAF).**

Any additional charges on rooms and function rooms authorized by the contact person shall be included on the master folio for payment right after the event.

In Case of spill over of official participants, Hotel Rembrandt shall issue a supplemental Statement of Account to be charged to the Client on Top of the total contracted amount stipulated in this contract.

Hotel Rembrandt

26 Tomas Morato Extension, Brgy. South Triangle Quezon City, Philippines 1104
Telephone Nos.: (632) 373-3333 loc. 201-204, Telefax: (632) 376-5059,
Website: www.hotelrembrandt.com.ph / Email: reservation.hotelrembrandt@gmail.com

[Handwritten signature]



November 29, 2017

DIR. RICHARD P. BURGOS

Director –STII

Through : **Ms. Ma. Lilibeth P. Padilla**

Info Officer III

DEPARTMENT OF SCIENCE AND TECHNOLOGY

DOST Building, Gen. Santos Avenue Bicutan, Taguig City

Tel No: 837.2192 loc. 107

Cell No: 0915.447 7490

Email :

CONFIRMATION CONTRACT

December 11, 2017

100 persons

Dear Director Burgos,

Warmest greetings from Hotel Rembrandt!

Evoking sophistication and class, **Hotel Rembrandt** boasts of 71 newly appointed guestrooms with contemporary meeting and event from 20 to 500 persons, our function rooms (**Stoffels, Catrina, Piano Bar and The Grand Ballroom**) are designed to meet all your needs whether for business or social gathering.

The Hotel is very pleased to submit the following specifications for your requirements. The details are as follows:

FUNCTION ROOM REQUIREMENT

Date	Event	Function Space	Attendees	Meal
December 11, 2017	Meeting	Ballroom	100 persons	Buffet Dinner
GRAND TOTAL				PHP 100,000.00

Inclusions:

- ✦ Use of function room for 4 hours (7:00PM-11:00PM)
- ✦ Basic Sound System
- ✦ Complimentary use of PA system, microphones
- ✦ Free flowing Coffee or Hot Tea

I. OPTION DATE POLICY

We would appreciate receiving your signed conforme of this contract on **November 29, 2017**. Hotel reserves the right to release any rooms and function reservation should we fail to receive the contract upon expiry of the given option date which is Two (2) weeks before the event date

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Any additional charges on rooms and function rooms authorized by the contact person shall be included on the master folio for payment right after the event.

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Handwritten signature or mark.



Checks must be made payable to: Account Name: SREDC Hotel Rembrandt
Branch Name: BDO Timog Victoria Towers, Account Number: 2560000853

III. CANCELLATION POLICY

No-show and Cancellation fees shall be imposed (100% of the total Cost) for all bookings cancelled after the signed contract. No-shows and cancellations made after **November 29, 2017** shall not be entitled to a refund and subject to charges based on the contracted amount indicated hereof.

IV. TERMS AND CONDITIONS

1. BILLING ARRANGEMENTS

Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.

- 1.1. Incidental charges will be on Cash Basis under personal account unless otherwise approved by the authorized signatory. For any unpaid incidental charges, the Client shall be held liable for the payment of the said charges.
- 1.2. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL may charge interest based on the prevailing market, to the outstanding balance of the CLIENT.
- 1.3. Should the payment be enforced by court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

2. POSTPONEMENT AND CANCELLATION

- 2.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least thirty (30) days in advance. Postponement will be subject to the availability of the function room on the alternative date. Should the CLIENT opt to cancel, par. 2.4 shall apply depending on the date of notice of cancellation was made.
- 2.2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 2.4 shall apply.
- 2.3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- 2.4. **Function Room:** The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE function room booking with signed contracts:
 - a. Reservations deposit shall be forfeited upon cancellation of event.
 - b. All progressive payments are non-refundable.
- 2.5. The HOTEL shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, strikes or other causes beyond its control.

3. FOOD AND BEVERAGE

- 3.1. Unless the CLIENT gives an advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required three (3) business days prior to the event. If a confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- 3.2. Guaranteed number of attendees indicated in the contract is not subject to reduction.
- 3.3. All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks

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items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees applies on all items. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises.

4. SPECIAL ARRANGEMENT

4.1. The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.

4.2 **Damage Bond:** A damage bond will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, three (3) business days after the event provided that no damage was incurred at the HOTEL event venue. In the event that this is done without authorization and damage is incurred, the HOTEL will assess the damage and automatically bill the cost of repair and/or replacement to the CLIENT.

5. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

We trust that the above arrangements meet your approval. Should you find the above terms and conditions acceptable, kindly affix your signature on the space provided for below.

THE PARTIES, through their duly authorized representative, have hereunto affixed their signatures in Quezon City this _____.

Hotel Rembrandt

Meann La Rosa
Assistant Director of Sales

Conforme :

DEPARTMENT OF SCIENCE AND TECHNOLOGY

DIR. RICHARD P. BURGOS
Director -STII

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LUNCH/DINNER MENU SELECTION

KINDLY CHOOSE 1 SOUP, 3 MAIN COURSE, 1 VEGETABLE, 1 DESSERT
(inclusive of one (1) round of softdrinks/iced tea)

SOUP

Cream of Potato and Leeks Soup
Green herbs Soup
Seafood Chowder
Chicken Tortilla Soup
Classic Miso Soup
Pinoy Sopas
Chicken Binakol

Chinese Corn Chowder
Creamy Chicken and Mushroom Soup
Broccoli and Cheese Soup
Tom Yum Kung
Beef Sotanghon
Almondigas
Sabaw ng Red Sinampalukang Baka

MAIN COURSE

- CHICKEN -

Erdenet Style Crispy Honey Chicken
Honey Bourbon Glazed Chicken
Chicken Marsala
Lechon Manok in Adobo Sauce

Peri -Peri Chicken
Broiled Chicken with Chipotle Sauce
Roasted Chicken Afritada
Chicken Inasal

- PORK -

Pork Casserole
Sauce
Yokkaichi Style Pork Stew
Crispy Fried Pork Shangahi Roll

Stir Fried Pork in Hot Yellow Bean
Crispy Pork Calderetta
Crispy Pork Binagoongan

- BEEF -

Blackened Beef Stir Fry
Roast Beef with Garlic Basil Oyster Sauce

Shoyu Roast Beef
Steak Diane

- FISH -

Coconut Crusted Fish with Pineapple Salsa
Sauce
Batter-fried Fish with Lemon Jalapeno Mayo
Sauce
Herb-Crusted Fish with Creamy Lime Avocado Sauce
Seafood Shanghai Roll
Sweet and Sour Fish

Pan-Fried Fish with Tomato Capers
Pan Fried Fish with Lemon Saffron
Grilled Mahi Fish with Soy Vinegar
Sinanglay na Tilapia

NO
DUNKY

PASTA/NOODLE

Spaghetti Chicken Alfredo
Spaghetti Bolognese
Pancit BAM - I

Cheesy Baked Macaroni
Chicken Wonton Noodles
Indo-Mie Goreng

Malate 1004
Philippines
521-1888 Fax (632) 526-7270



C.M. Delos Reyes Avenue (formerly Amadeo Road)
Brgy. Kaybagal North, Tagaytay City Philippines
Call (046) 483-8888 Fax (046) 483-5210

04 December 2017

MS. LILIBETH PADILLA

Information Officer III

DOST-STII

Taguig City

Tel #: 02

Fax #: 02

Mobile #: 09493039998

Email: kareneramirez07@gmail.com

Dear Ms. Padilla,

Greetings from **HOTEL KIMBERLY MANILA!**

Thank you for considering our hotel as the venue of your **PARTY** on **December 11, 2017** good for **100 persons**. In this regard, we are pleased to submit our special rates based on the following:

Corporate Lunch or Dinner

PHP 1,100.00 nett (Min. of 50 pax)

Inclusions:

- One (1) Lunch or Dinner with one (1) round of Iced Tea
- Use of function room for five (5) hours
- Flowing Coffee or tea
- Free Wi-Fi Access
- Minimum number of persons for Managed Buffet is 20
- Minimum number of persons for Plated is 12-19

I. BANQUET RATES

Date	Time	Set-up	# of pax	Function Room
December 11, 2017	0600 – 2200	TBA	100 persons	Chelsea Tiffany

Remarks: Function Room rental of **Php 3,500.00** net per hour shall apply in excess of the allotted hours

Note: Function room rental will be waived once the minimum revenue requirement will be met through the meals or estimated banquet charges. If the total banquet charge does not meet the minimum revenue requirement, the HOTEL shall charge the difference as **FUNCTION ROOM RENTAL**.

The Hotel shall provide the following, Free of Charge:

- | | | |
|------------------------|-------------------------|------------------------|
| -Pads & Pencils | -whiteboard with marker | -basic lights & sounds |
| -Flipchart with marker | -iced water & mints | -2 wired microphones |

AUDIO-VISUAL REQUIREMENTS are available at minimal charges:

LCD Projector Rental

Php 4,500.00 nett/unit/day

Note: Please be informed that equipment(s) are subject to availability and would require advance reservation.

III. AMENDMENT or REVISION

The guaranteed number of participants should be confirmed at least two (2) weeks prior to the scheduled function date. Any changes on the number of rooms and participants must be notified in writing one (1) week before the function date.

IV. CANCELLATION

LUXENT HOTEL

Address: 51 Timog Avenue, South Triangle, Quezon City 1103, Philippines

Tel. No.: (02) 863 7777 | Fax No.: (02) 411 8080

Website: www.luxenthotel.com

Dear Sir/ Madam:

Greetings from Luxent Hotel.

Luxent Hotel offers quality accommodations in the business, shopping, restaurants and nightlife district of Quezon City. A great pick for both business and leisure travelers and a perfect place for celebrating family milestones, important meetings and events.

Towering 14 stories over a well-established business and entertainment community, it offers a panoramic view of the Metropolis and the convenience and accessibility to various popular places of interests and activities.

With its 117 tastefully furnished rooms, Luxent Hotel provides amenities and facilities such as in-room safety deposit box, upscale bathroom amenities, in-room dining service, laundry service, daily buffet breakfast and buffet dinner, bar and lounge area, business center, fitness center, levitated infinity pool, spa, smoking and non-smoking areas, multi-purpose area, complimentary WI-FI and reliable security card system.

The Hotel's Seasons Ballroom features a pillar less, high-ceilinged function room divisible into four(Winter/ Spring/ Summer/Autumn), plus two well-appointed small conference rooms for your private meetings and VIP rooms where families and friends can privately celebrate.

Luxent Hotel's comprehensive range of business and enjoyable facilities is true to its commitment to provide luxurious comfort and delightful experience coupled with warm and friendly service.

We are pleased to extend this rooms and meeting packages as follows:

ACCOMMODATION

ROOM CATEGORY	PUBLISHED RATE (net)	BEST AVAILABLE RATE (net)
Superior Room (Twin-Sharing)	Php10,000.00 per room per night	Php5,500.00 per room per night
Deluxe Room (Twin-Sharing)	Php11,000.00 per room per night	Php6,050.00 per room per night
Executive Suite (Twin-Sharing)	Php14,000.00 per room per night	Php7,700.00 per room per night
* Excess Rate per Person : P1,500.00		

ROOM INCLUSIONS

- Overnight Accommodation in a well-fitted room
- Complimentary Daily Breakfast
- Complimentary Daily Replenishment of Coffee & Tea-making Facility
- Complimentary Daily Replenishment of Bottled Mineral Water
- Complimentary Daily Local Newspaper
- Complimentary Use of Wi-Fi Internet Connectivity
- Complimentary Local Calls
- Complimentary Use of the Fitness Center & Infinity Pool
- Complimentary Car Pass for one (1) car per room
- 10% Discount on Business Services at the Front Desk
- VAT & applicable prevailing government taxes

✚ Standard Check-in Time is at 02:00pm and standard Check-out Time is at 12:00nn

✚ The hotel requires P2,000.00 net Key/Security Deposit upon check-in; refundable upon check-out should there be no additional charges incurred



CORPORATE MEETING PACKAGES

BUFFET MEETING PACKAGES (minimum of 30 persons)

FULLBOARD PACKAGE @ Php2, 725 net per person

- AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner
- Inclusive use of function room for **12 hours only**
- In excess of 12 hours, corresponding amount shall be charged per hour

WHOLE DAY PACKAGE @ Php1,880 net per person

- AM Snack, Buffet Lunch, and PM Snack
- Inclusive use of function room for **9 hours only**
- In excess of 9 hours, corresponding amount shall be charged per hour

HALF DAY PACKAGE @ Php1, 395 net per person

- AM Snack and Buffet Lunch or Buffet Lunch and PM Snack or PM Snack and Buffet Dinner
- Inclusive use of function room for **5 hours only**
- In excess of 5 hours, corresponding amount shall be charged per hour

LUNCH/DINNER PACKAGE @ Php1, 090 net per person

- Buffet Lunch or Dinner
- Inclusive use of function room for **4 hours only**
- In excess of 4 hours, corresponding amount shall be charged per hour

COCKTAILS @ Php950 net per person

- Buffet cocktails
- Inclusive use of function room for **4 hours only**
- In excess of 4 hours, corresponding amount shall be charged per hour

PLATED MEETING PACKAGES (minimum of 15 persons)

FULLBOARD PACKAGE @ Php2, 360 net per person

- AM Snack, Plated Lunch, PM Snack, and Plated Dinner
- Inclusive use of function room for **12 hours only**
- In excess of 12 hours, corresponding amount shall be charged per hour

WHOLE DAY PACKAGE @ Php1, 695 net per person

- AM Snack, Plated Lunch, and PM Snack
- Inclusive use of function room for **9 hours only**
- In excess of 9 hours, corresponding amount shall be charged per hour

HALF DAY PACKAGE @ Php1, 210 net per person

- AM Snack and Plated Lunch or Plated Lunch and PM Snack or PM Snack and Plated Dinner
- Inclusive use of function room for **5 hours only**
- In excess of 5 hours, corresponding amount shall be charged per hour

LUNCH/DINNER PACKAGE @ Php910 net per person

- Plated Lunch or Dinner
- Inclusive use of function room for **4 hours only**
- In excess of 4 hours, corresponding amount shall be charged per hour

AM/ PM SNACK PACKAGE @ Php670 net per person

- Plated AM or PM Snack
- Inclusive use of function room for **4 hours only**
- In excess of 4 hours, corresponding amount shall be charged per hour

Extra Person Charge:

✚ Same rate applies for extra persons of up to a maximum of additional 10% from the minimum guaranteed number of persons.

✚ In excess, a 10% surcharge based on package rates shall be applied for revisions or adjustments made 24 hours prior or within the day of the event.

LUXENT HOTEL

FUNCTION ROOM & BANQUET INCLUSIONS AND AMENITIES

- 1 set of Multimedia Projector and White Screen (subject to availability)
- Basic Sound System with two (2) Microphones
- Whiteboard with Markers
- Mints and Candies
- Basic Stage
- Rostrum
- Registration Table
- Laser Pointer with Clicker (subject to availability)
- Pads and pencils
- Free Flowing Coffee & Tea
- Complimentary Car Pass for 10% of total guaranteed number of participants
- Complimentary Unlimited Wi-Fi Access

ADDITIONAL FOOD ORDERS:

- Lechon Regular (20-30 persons) – Php 9,000.00 net
- Lechon Medium (40-50 persons) – Php 10,000.00 net
- Lechon Large (60-80 persons) – Php 12,000.00 net

EQUIPMENT RENTAL FEES:

- 90X90 Multimedia Projector Rental – Php 2,500.00 net
- Clicker Rental – Php 500 net
- Microphone Set (2pcs) – Php 2,500.00 net
- Lapel Mic – Php 1,500 net
- Mood / Party Lights Rental – Php 5,000.00 net
- Scaffolding – Php 2,500.00 net

Mobile Sound System Rental Rates:

- Half Ballroom Php 6,000.00 net
- Season's Ballroom-Php 12,000.00 net

APPLICABLE CORKAGE FEES:

- Beer – Php 500net / case
- Wines & Spirits – Php 1,000.00 net /750ml
- Lechon – Php 1,500.00 net each
- Roast Calf- Php 5,000.00 net each
- Party Lights – Php 1,500.00 net
- Mobile Sound System – Php 3,000.00 net
- LED Wall – Php 3,000.00 net
- Multimedia Projector – Php 1,000.00 net
- Cake Corkage – Php 1,000.00 net
- Band Corkage – Php 5,000.00 net
- Floral Arrangement – Php 1,500 net
- Photo Booth – Php 1,000.00 net
- Food Carts – Php 1,000.00 net /cart
- Activity Carts – Php 1,000.00 net /cart
- Mobile Bar: Php5,000.00 net

PAYMENT

Please arrange fund transfer to the following accounts in favor of bank details below:

Account Name	:	BGISIS DEVELOPMENT CORPORATION / LUXENT HOTEL.
Bank	:	BANCO DE ORO
Bank Address	:	Timog Rotonda Branch, Quezon City
Php Current Account #	:	162 013 0023

Please note that for signed contract and/or payments received three (3) days before the event, it shall then be considered as a 'last minute function' and menu for your meal requirements shall be on chef's discretion.

All incidental charges incurred (if any) shall be settled immediately right after the event through cash or credit card only.

Should there be anything more that I can do for you, please do not hesitate to contact me through my contact numbers below.

Sincerely,

(Ms.) Francesca W. Pondoc
Sales Associate

T: [+632] 863 7708 local 748

F: [+632] 411 8080

M: [+63] 917 630 8240

E: francesca.pondoc@luxenthotel.com

(Mr.) Joseph Acosta
Sales Executive

T: [+632] 863 7708 local 742

F: [+632] 411 8080

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E: Joseph.Acosta@luxenthotel.com