



RESERVATION SHEET

CHOSEN VENUE: DAP Conference Center, Tagaytay City		PURPOSE:	RESERVATION CONTRACT
Date Prepared: 29-Jul-24	Time: 1:00 PM	Reservation STATUS:	CONFIRMED
RS No: 3983B-A	Total Reserved Pax: 35	Revision No:	1
Name of Reserving Party: LEAH PULIDO OCAMPO	Designation: Executive Director	Name of Client Representative:	DIANA ROSE M. ROLDAN Planning Officer III
Company/Agency/Group Name: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION	TOTAL CONTRACT PRICE (Php):	Designation:	
Office Address: Golden Shell Pavillion, Roxas Boulevard Cr, 1300 Sen. Gil J. Puyat, Pasay City	RATE:	Period Covered:	248,512.50 CUSTOMIZED RATE
Phone/Fax/Mobile Nos: 0926-7060-699	email-address:		august1-3, 2024
Event Title: MID YEAR PLANNING	Period Covered:		

Dear Ms. Ocampo:

Thank you very much for considering the facilities of the Academy as the venue for your forthcoming event.

We are pleased to submit to you our RESERVATION CONTRACT for your review and approval:

Guest Room/s Charges:

Room Type	Duration	No. of Unit/s	No. of Pax/itm	Total No. of Pax	No. of Rm Night/s	Rate/Unit	Total
Studio Room	31-Jul-24 03-Aug-24	3	3	9	3	2,817.50	25,357.50
Studio Room	01-Aug-24 03-Aug-24	1	1	1	2	2,817.50	5,635.00
Studio Room	01-Aug-24 03-Aug-24	9	2	18	2	2,817.50	50,715.00
Studio Room	01-Aug-24 03-Aug-24	1	3	3	2	2,817.50	5,635.00
Villa Lower	01-Aug-24 03-Aug-24	1	4	4	2	11,760.00	23,520.00
Total Room Charges:							110,862.50

Meal/s Charges:

Date	Set Breakfast	AM Snacks	Set Lunch	PM Snacks	Set Dinner	Heavy PM Snacks	Total No. of Meals
31-Jul-24	-	-	-	9	9	-	18
01-Aug-24	-	35	35	35	35	-	140
02-Aug-24	35	35	35	35	35	-	175
03-Aug-24	35	35	35	-	-	30	135
Rate/Meal/Head/Day	225.00	125.00	350.00	125.00	350.00	150.00	N/A
Total Pax/Covers	70	105	105	79	79	30	468
Total Food Charges:	15,750.00	13,125.00	36,750.00	9,875.00	27,650.00	4,500.00	107,650.00

Other Charges:

Particulars	Duration	No. of Unit/s	No. of Day/s	Rate/Unit	Total
Conference Room 8 (with Unit LCD Projector)	1-Aug-24 3-Aug-24	1	3	9,000.00	27,000.00
Dedicated AV	1-Aug-24 3-Aug-24	1	3	1,000.00	3,000.00
Total Other Charges:					30,000.00
GRAND TOTAL (Inclusive of 12% VAT and 10% SC)					248,512.50

Inclusions:

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| <ul style="list-style-type: none"> ✓ Free electronic welcome projection screen ✓ Free Wi-Fi Internet access inside Conf Room & Public Lobbies ✓ Free use of indoor sports facilities from 6:00 AM to 06:00 PM. ✓ Free use of gym from 6AM-8AM / 6PM-10PM | <ul style="list-style-type: none"> ✓ Free continuous coffee during 08:00AM-05:00PM sessions ✓ Medical Service: On-call Nurse and/or Emergency Response Team ✓ 24-Hour Front Desk Assistance ✓ Adequate guarded parking space |
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Remarks: Complimentary Pods for day 3 only

1. Reservation Policy

- 1.1. Reservation is on a first come, first served basis.
- 1.2. The reservation is considered confirmed only upon signing of the contract and payment of the deposit which constitutes fifty percent (50%) of the total amount or submission of Certificate of Availability of Funds.
- 1.3. The balance and incidental charges shall be settled upon check-out.
- 1.4. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION shall pay the deposit within ten (10) working days from the signing of the contract.

1.5. In case the contract is signed less than ten (10) working days prior to the reservation date, payment of the deposit shall be made within forty-eight (48) hours from signing of the contract.

1.6. The DAP Conference Center reserves the right to schedule another event if the contract is not signed or the deposit is not made.

1.7. Upon confirmation, the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION shall submit the following documents:




- I. Signed Conforme
- II. Program of Activities
- III. Room Pairing List

2. The prescribed check-in time shall be 2:00p.m. Check-out time shall be 12:00 p.m. for the guest rooms and 5:00 p.m. for the conference rooms.
 - 2.1. Early check-in may be allowed subject to the availability of the rooms upon guests' actual arrival.
 - 2.2. Request for late check-out must be conveyed not later than two (2) hours before check-out and may be allowed subject to the availability of rooms.
3. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION shall comply with and observe the rules and regulations stated by the attached "House Rules", as well as with any subsequent directive which may be promulgated by the DAP Conference Center regarding the use of its facilities and equipment.
4. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION shall be liable for all the losses and damages which may be caused by its participants and guests on the property and facilities of the DAP Conference Center.
5. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION is not allowed to bring food and drinks inside the DAP Conference Center premises.
6. The DAP Conference Center shall not in any way be responsible to the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION, his/her/its participants and guests for any damage or injury, or for the failure of the DAP Conference Center to render any of its services as a consequence of any act of force majeure or fortuitous events that occurs in its premises during the effectivity of this Contract. Neither shall the DAP Conference Center be liable for any cancellation or nondelivery prior to the event as a result of Force Majeure, Acts of God, and other occurrences and acts of third parties which are beyond the control of DAP Conference Center.
7. Revision or Amendments:
 - 7.1. The provision of additional guests room/s and/or food that may be requested by the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION is subject to availability.
8. Cancellation, Rescheduling and Reduction
 - 8.1. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION may CANCEL or RESCHEDULE confirmed reservations provided the DAP Conference Center is notified of the same at least ten (10) working days prior to the reservation date.
 - 8.2. The CANCELLATION and RESCHEDULING of confirmed reservations and the disposition of deposits are subject to the following conditions:
 - 8.2.1. In case of CANCELLATION of reservations for any cause not attributable to the DAP Conference Center less than ten (10) working days before the reservation date, the deposit already made shall be forfeited in favor of the DAP Conference Center;
 - 8.2.2. In case of POSTPONEMENT or RE-SCHEDULING of reservations less than ten (10) working days before the reservation date, one hundred percent (100%) of the cost of meals on the first day shall be charged against the deposit. Any balance left of the deposit shall be held in trust by the DAP Conference Center until such time that reservation has been set; and
 - 8.2.3. The failure of the CLIENT to notify the Center of the CANCELLATION or RESCHEDULING of reservation within the above stated lead time shall entitle the DAP Conference Center to the forfeiture of deposit made by the CLIENT.
 - 8.3. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION may REDUCE the guaranteed number of rooms and/or number of covers on food and beverage arrangements provided that the he/she/it notifies the DAP Conference Center of the reduction at least ten (10) working days prior to the reservation date.
 - 8.3.1. If the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION notifies DAP Conference Center of a REDUCTION less than ten (10) working days from the reservation date, a maximum of ten percent (10%) may only be reduced.
 - 8.4. In the event that this contract is signed less than ten (10) working days prior to the reservation date, the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION *can no longer cancel or postpone the reservation* neither can the CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION *make any reductions* on the guaranteed number of rooms and/or number of covers on food and beverage arrangements.
9. Payment
 - 9.1. Check and Bank-to-bank Payment shall be made payable to the Development Academy of the Philippines
Account Name: Development Academy of the Philippines
Account Number: 0671 - 010 - 540
Bank Name: Land Bank of the Philippines
Branch: Pasig Capitol Branch
 - 9.2. The CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION shall pay the DAP Conference Center the guaranteed total amount stated in this Reservation Contract.
 - 9.3. The above Rates are inclusive of 12% VAT and 10% Service Charge
10. Incidental charges such as telephone services, additional meals, additional guest rooms, and business center services are not included in this package and shall be charged at the prevailing Tariff Rates of the Center.

If you have some clarifications please feel free to contact us at telephone nos. (046) 483-1290.

Should you find the terms stated above acceptable, please sign the conforme portion below.

We look forward to welcoming you at the DAP facilities soon!

Prepared By:  ALLELE R. GIANAN Account Executive, DAPCC FMSO	Approved By:  LIBBY P. ANGCAYA Manager, DAPCC FMSO
Endorsed for Approval:  NICAMOR M. DORELIO Senior Account Executive, DAPCC FMSO	

CONFORME:  LEAH PULIDO OCAMPO Executive Director	Date: _____
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DAP-AMC-F2, Rev. 1

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY)S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this 14 day of AUG 2024 personally appeared the following:


Name	Competent Evidence of Identity	Issued at/on
LIBERT P. ANGCAYA ROMLEAH P. OCAMPO	_____ _____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of three (3) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

Doc. No. 312
Page No. 69
Book No. 2
Series of 2024


ATTY. MA. CLEOFE L. JAIME
NOTARY PUBLIC
UNTIL DECEMBER 31, 2025
ATTORNEY'S ROLL NO. 27802
IBP OR NO. 414661/JAN. 10, 2024
PTR NO. PC 8453863/JAN. 03, 2024/PASAY CITY
Commission No. 24-21 (EXPIRED DECEMBER 31, 2025)
MCLE No. VI-0018402 ISSUED ON MAY 20, 2022
VALID UNTIL 14 APRIL 2025
OFFICE ADDRESS- STALL #1 NO. 54 ARMAIZ AVE., LIBERTAD, PASAY CITY