

FEBRUARY 13, 2025

**FVP ROMEO B. CARANDANG**

OIC, Human Resource Management Group  
**DEVELOPMENT BANK OF THE PHILIPPINES (DBP)**  
6TH Floor, DBP Head Office, Sen. Gil Puyat Avenue  
Cor. Makati Avenue Makati City  
T: 02 8818 9511 loc 6628 or 0917 864 1138  
E: ldd-tu@dbp.ph

Dear Mr. Carandang,

Greetings from **HERALD SUITES POLARIS!**

**Herald Suites Polaris** is like a small, charming villa. It has 50 room hotel stands out in a neighborhood that's right in the heart of Barangay Poblacion in Makati: one of the most attractive urban neighborhoods, and an area where entertainment, fashion, food, and design mix near the country's central business district.

All rooms are equipped with a bathtub, minibar, coffee, or tea making facilities, safety deposit box and cable TV. **HERALD SUITES POLARIS** provides ideal comfort and elegance for distinguished travelers.

We are pleased to offer the DBP – Learning and Development Department, our special group rates for your training participants that will require hotel accommodation for the training program period of February 13 until April 30, 2025.

<b>HERALD SUITES POLARIS</b> Room Category (Room Size)	<b>DBP TRAINING GROUP RATES</b> (Room with Set Breakfast) (In PHP)	<b>Published Rates</b> (In PHP)
Standard Single Room (25-28 sqm)	PHP 2,700 net with breakfast for 1 person	PHP 5,000.00++
Twin Occupancy (25-28 sqm)	PHP 3,000 net with breakfast for 2 persons	6,000++
Standard Triple Occupancy for Corner Rooms Only	PHP 3,800 net with extra bed and breakfast for 3 persons	6,000++

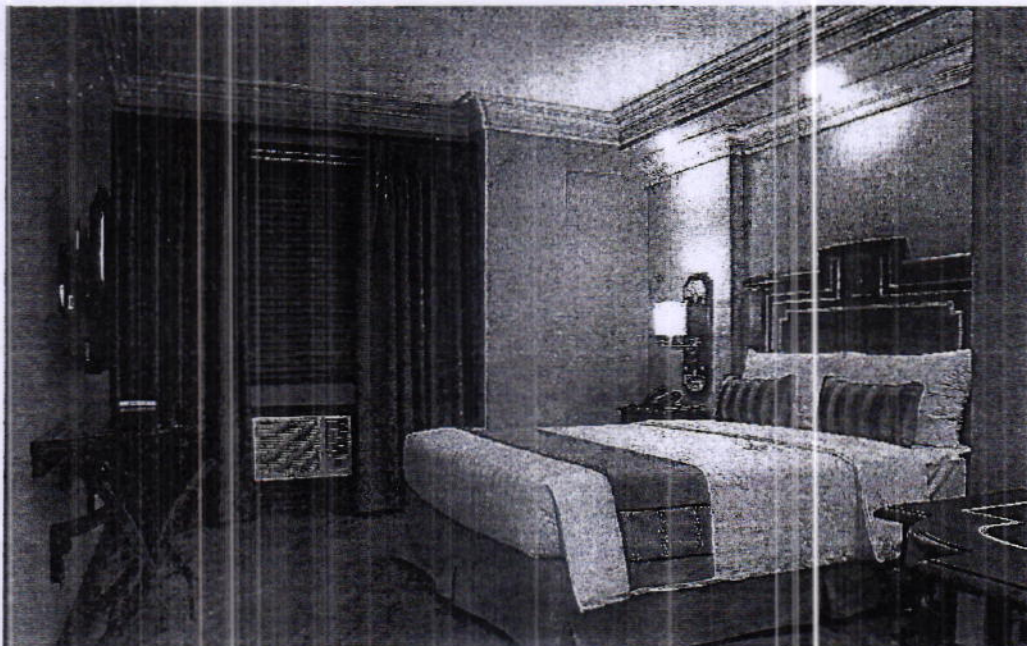


**FINAL ROOM REQUIREMENTS**

QUANTITY	ROOM TYPE	NO. OF NIGHTS	DATES OF STAY	TOTAL AMOUNT (PHP)
9	TWIN	1	Feb 17 to 18, 2025	27,000 NET
9	TWIN	1	Feb. 20 to 21, 2025	27,000 NET
3	TWIN	3	Feb. 26 to March 01, 2025	27,000 NET
1	TRIPLE	3		11,400 NET

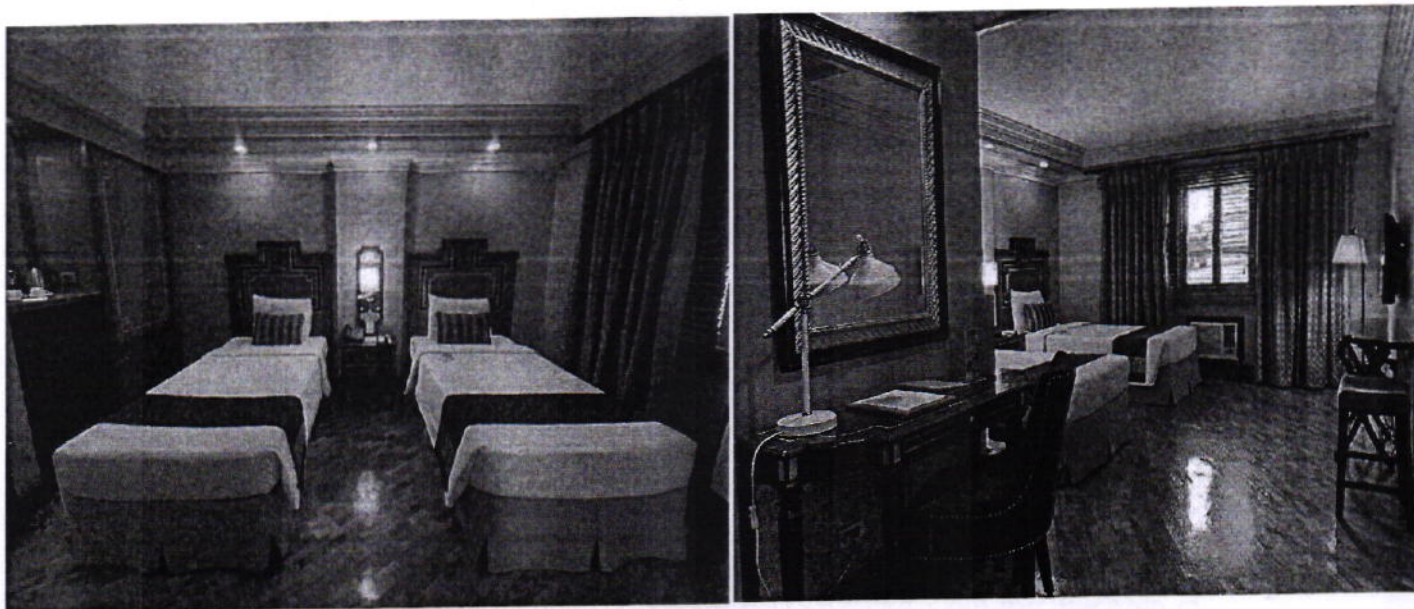
**TOTAL : PHP 92, 400 NET**

**STANDARD DOUBLE ROOM  
(SINGLE OCCUPANCY)**





**STANDARD TWIN ROOM**  
(TWIN OCCUPANCY) 25 to 30 twin rooms available in HS POLARIS



**RATE INCLUSIONS:**

- Welcome Drink
- Room Accommodation
- Complimentary 2 bottles of distilled water daily
- Set Breakfast Selections: Filipino, American, or Continental breakfast.
- Complimentary Internet access in the rooms
- 15% discount on F and B services in Aurora Lobby Cafe

**AIRPORT TRANSFERS** (rates are subject to change without prior notice)

- via Car      Php 1,300.00net (one way)
- via Van      Php 2,000.00net (one way)

**FEATURES AND OTHER SERVICES**

- Complete Bathroom amenities with bathtub
- Radio/Alarm Clock
- Cable Television
- Refrigerator with mini bar
- Coffee & tea making facilities
- Laundry and valet services
- Wireless Internet Access on all floors
- Room Service



#### F&B FACILITIES

- Aurora Lobby Café
- Luna Function Room

#### Seating Capacity

29 persons  
Maximum of 25 persons

For your additional information, please refer to the following guidelines regarding Room Reservations, Cancellation, No-Show policy and Billing procedures.

#### RESERVATION/BOOKING PROCEDURES

All reservations made must be covered by a duly signed Booking Confirmation sent by the Hotel and guaranteed with a Letter of Authorization (LOA).

#### CANCELLATION AND NO-SHOW POLICIES

- **Individual (1 to 4 rooms):** All cancellations received within five (5) days before check-in date will not incur any cancellation fee. A minimum of one (1) night stay will be charged when booking is cancelled after the five (5) days cancellation grace period.
- **NO SHOW**  
Failure to arrive on the confirmed check-in date will be considered a "NO SHOW" and will therefore be charged a NO SHOW fee equivalent to one night stay.
- **SHORTENED STAY**  
If guest shortens his stay or does early departure, he/she shall be charged one (1) night room charge on the day of departure.
- **Group booking (minimum of 5 rooms):** All cancellations received within fourteen (14) days before check-in date will incur the first night room charge. Failure to arrive on the confirmed check in date will be treated as a No Show and will incur 100% of total room charges.
- **Cancellations of rooms reserved based on Force Majeure:** Should there be any force majeure event classified as "acts of God", acts of war, civil disturbances, riots, mutiny, social unrest, and other similar incidents leading to temporary cancellation of the said rooms, management agrees to reset or reschedule the room reservation within the next seven (7) days after the original date of reservation and new reservation, however, will be subject to room availability.



## BILLING ARRANGEMENTS

We shall require receiving a Certificate of Funds Availability upon confirmation of the DBP Training groups to stay in HERALD SUITES POLARIS. We shall prepare a Statement of Account per group and submit it to DBP after the check-out of each group. Said billings are required to be fully settled within 30 days upon receipt of our invoice on a per group basis.

All payments can be made through cash, or bank transfer through **Bank of the Philippine Islands (BPI)** savings account, **Pasong Tamo Branch** with account name **NIPAD, Inc.** with Bank Account no. **167-1002-802**. The rates and terms specified in this agreement must be kept confidential from any Third Party and must only be known by **DBP**.

Should you find the above rates and terms acceptable, kindly affix your signature on space provided below to signify your acceptance to the arrangements.

We look forward to working with you in servicing your important **DBP Training Groups** here in **HERALD SUITES POLARIS, "Where I'd Like to Be"!**


Very truly yours,

CONFORME:

(SIGNED)

✓ **MS. LIZA M. SAN JUAN** ✓  
Director of Sales & Marketing  
Herald Suites Hotels

(SIGNED)

OIC, Human Resource Management Group  
**DEVELOPMENT BANK OF THE PHILIPPINES**  
(DBP) 





Signed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand this **FEB 17 2025** day of **20** at **MAKATI CITY**, Philippines.

(SIGNED)

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Page No. 64  
Book No. 13  
Series of 2025

**ATTY. MARDE E. PALMA**  
Notary Public For Makati City  
Commission No. M-461  
Until December 31, 2025  
PTR No. MKT 10465735- Jan 2, 2025  
MCLE # VPH-3002350  
IBP NO 404837 / 05 Jan 2024 (CY 2025)  
Roll No. 77128 / May 6, 2022  
7761 L. Facundo Corrier Santulico St.  
Pio Del Pilar Makati City