

March 03, 2025

FVP MR. ROMEO B. CARANDANG
OIC, Human Resources Management Group
DEVELOPMENT BANK OF THE PHILIPPINES (DBP)
 6TH Floor, DBP Head Office, Sen. Gil Puyat Avenue Cor. Makati Avenue
 Makati City
 T: 8818 – 9511 loc 6628. Mobile: 0917 864 11 38
 Email: ldd-tu@dbp.ph

Dear Mr. Carandang,

*Greetings from **HERALD SUITES POLARIS!***

Herald Suites Polaris is like a small, charming villa. It has 50 rooms that stand out in a neighborhood that's right in the heart of Makati's up and coming heritage district: Población. Its architecture and interior design are as unique as its operations, with its own distinct style often combining a personal story and cultural aspects with a certain elegance. The hotel is within walking distance of anything that guests may need at all hours of the day from entertainment to business, mall and dining out.

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 INTERNAL PROGRAM**, our special group rates for your training participants that will require hotel accommodation for the training program period of **MARCH 09 TO 12, 2025**.

HERALD SUITES POLARIS Room Category (Room Size)	DBP TRAINING GROUP RATES (Room with Set Breakfast) (In PHP)	Published Rates (In PHP)
Standard Single Room (w/double bed) (25-28 sqm)	PHP 2,700 net	5,000.00++
Standard Twin Occupancy (25-30 sqm)	PHP 3,000 net with Set 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 -- DBP INTERNAL PROGRAM

QUANTITY	ROOM TYPE	NO. OF NIGHTS	DATES OF STAY	TOTAL AMOUNT (PHP)
2	TWIN	2	March 09 to 11, 2025	12,000 net
10	TWIN	3	March 09 to 12, 2025	90,000 net
1	SINGLE	3	March 09 to 12, 2025	8,100 net
2	TRIPLES	3	March 09 to 12, 2025	22,800 NET

TOTAL : PHP 132,900 NET

**STANDARD DOUBE 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 Café

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's stay.
- **SHORTENED STAY**
If a 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. We shall charge a 50% cancellation fee for room bookings that are cancelled 10 days before the expected arrival date. Group room bookings that are cancelled 5 days before the arrival date will be charged a 100% full cancellation fee based on the total rooms reserved and dates of stay. Guests that do not arrive at the confirmed expected check-in date will be treated as a No Show and will be charged equivalent to a 1-night stay.

- **Cancellations of rooms reserved based on Force Majeure:** Should there be any force majeure 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 is subject to availability of the hotel rooms.

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,

(SIGNED)

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

CONFORME:

(SIGNED)

OIC – Human Resource Management
DEVELOPMENT BANK OF THE
PHILIPPINES

ACKNOWLEDGEMENT

BEFORE ME, A NOTARY PUBLIC FOR AND IN THE CITY OF MAKATI THIS _____ DAY
OF _____ 20____ PERSONALLY APPEARED _____ EXHIBITING _____
AS COMPETENT EVIDENCE OF HIS/HER IDENTITY, CONSISTING OF _____
ISSUED ON _____ VALID UNTIL _____ KNOWN TO ME AND TO MY KNOWLEDGE
BE THE SAME PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ADMITS THAT
TO ME THAT THE SAME IS THEIR OWN FREE AND VOLUNTARY ACT AND DEED

MAR 05 2025

(SIGNED)

ATTY. SHERLUCK JUN C. VILLEGAS
Notary Public for Makati City
Appt. No. M-118 until Dec. 31, 2026
Unit 3C LTA Building, 118 Perea St.
Legaspi Village, Makati City
Roll No. 70942

IRP No. 470036 / 10-02-2024 / Pasig City
PTR No. 10465768 / 01-02-2025 / Makati City
Noted Compliance No. VII-0020869/April 14, 2025

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