

CONTRACT

April 11, 2025

Officer-in-Charge, Human Resource Management Group **DEVELOPMENT BANK OF THE PHILIPPINES**6F DBP Head Office, Sen. Gil. J Puyat avenue Corner Makati Avenue, Makati City
T: (02) 88189511 loc 6628/ 6629/ 6630
E: ldd-tu@dbp.ph

Dear FVP Carandang:

Thank you for choosing City Garden Hotel Makati as venue for your forthcoming event,

Please find attached your rates as well as a list of benefits for your upcoming requirements.

ROOM ACCOMMODATION

ROOM DETAILS	BOOKING DATE	Number of Room/s	RNYTS / PC	ROOM RATES	SUB-TOTAL
SINGLE Room with 1 Buffet Breakfast	Apr 21 - Apr 30, 2025	1	9	2,800.00	25,200.00
TWIN Room with 2 Buffet Breakfast	Apr 21 - Apr 30, 2025	2	9	3,000.00	54,000.00
TWIN Room with 2 Buffet Breakfast	Apr 21 - May 1, 2025	5	10	3,000.00	150,000.00
TRIPLE Room with 3 Buffet Breakfast and 1 extrabed	Apr 21 - May 1, 2025	1	10	3,600.00	36,000.00
TOTAL	MENT OF THE		END OF RUE		265,200.00

Room Features

- · Coffee and tea making facilities
- 32" LCD satellite television
- · Highspeed WIFI internet connection
- · Smart card room access
- Electronic personal safe

Complimentary Benefits and Privileges

- Internet access
- · Unlimited local city call
- · Bottled mineral water
- · Use of Fitness Center and outdoor pool



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TRANSPORTATION SERVICES:

The hotel provides transport services. For Airport Transfer, Please book your transportation requirement upon reservation or before check-out. We also accept out of town trips.

Note: Maximum number of persons will be subjected to the new DOT guidelines and may change without prior notice

Airport Transfer-in/out Car (maximum of 2 persons)	Php 1,300.00 net per way		
Airport Transfer-in/out Minivan (maximum of 3 persons)	Php 1,600.00 net per way		
Airport Transfer-in/out Van (maximum of 5 persons)	Php 2,000.00 net per way		

PAYMENT TERMS:

Send Bill arrangement for Clients with approved Credit Line – It must be payable within the agreed payment terms, standard terms are fifteen (15) days after the receipt of the Statement of Account. Kindly provide Notice of Award and Certificate of availability of Fund

BANK DETAILS:			
Bank Name	:	DANCO DE ODO MEDITIME	MANUATI ANCHI IE DDANICH
Account Name	:		
Account Number	:		
SWIFT Code	:		

RESERVATIONS, CANCELLATIONS, MODIFICATIONS, NO-SHOWS:

- All reservations booked by the Company or Agency should be covered by a Booking Order or Letter
 of Guarantee with clear indication of payments and sent to the Hotel's Sales Office prior to the arrival
 of the guests, subject to availability and confirmation.
- Should the guest/s extend his stay beyond the original reservation / booking made, Company or Agency must send a Revised Booking Order indicating the new check-out date. Rooms will be subject to availability.
- The Company or Agency should direct all communication pertaining to room reservations and other arrangements to the Sales Department. Any revisions during weekends, Holidays and after office hours must be coordinated with the Hotel. All new bookings without a Booking Order shall be treated as Walk-in guests upon arrival.
- All occupants of the room should be booked by the Company or Agency. City Garden Hotel Makati shall impose the Hotel's extra person charge to the person who is not booked or pre-registered by the Company or Agency.
- The Company or Agency must clearly indicate if they shall cover all or part of their guest's incidental
 charges (such as restaurant meals, telephone, transportation, laundry, business center services, extr.
 persons, extra beds, stay extensions, etc), and agree on the budget for each incidental charge with
 the Sales Department. Otherwise, room charges will be for the personal account of your individual
 guests.
- Individual Bookings: The Company or Agency must notify the Hotel of any cancellation or modification on their confirmed reservations. Cancellations for individual bookings made within three (3) days before the arrival date will be subject to a cancellation charge equivalent to 1 night. All No-Shows are subject to the cancellation charge as well. No charges will be made for any cancellation or modification for individual bookings made four (4) days prior to the arrival date.
- Group Bookings (10 or more rooms): First night's payment is required to block the rooms. If paying via check, the check must clear prior to blocking of rooms. In this regard, it is preferred that the Company or

Agency use the same Bank if paying via check for same-day clearing. Full payment must be made 7 days prior to check-in. The Company or Agency must notify the Hotel of any cancellation or



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modification on their confirmed reservations. Cancellation within 7 days or less prior to check-in will result in forfeiture of all payments made. All No-Shows are subject to the cancellation charge as well.

- Assignment of hotel rooms shall be at the discretion of the hotel. However, if requests for rooms are received with sufficient advance notice, all effort shall be made to honor such request. Timely submission of the Name List will help ensure the availability of the specified room requirement and reduce guest waiting time upon check-in.
 - Non-guaranteed (eg, unpaid) bookings shall be placed on waitlist and will be subject to room availability upon check-in.
 - Transportation bookings: all booked and paid transportation are subject to the following policies:

o Cancellation

- Within 24 hours of the scheduled transportation: non-refundable and non-convertible
- Less than 3 days but more than 24 hours prior to the trip: non-refundable but may be used for a future trip. Not convertible to rooms or other hotel services.
- Morethan 3 days: refundable
- Modification
 - Within 24 hours of the scheduled transportation: subject to availability. If revised schedule cannot be accommodated, payment is non-refundable and non-convertible
 - More than 24 hours: can be modified without charge
- Should the transportation be booked with a third party service provider, cancellation and modification is subject to the third party service provider's own policies

OTHER TERMS AND CONDITIONS:

The Hotel's Standard Check-in Time starts at 2:00pm on the day of the arrival. Check-out
Time is at 12:00nn. Requests for early check-in and late check-out must be pre-arranged
with the Sales Department shall be subject to room availability. No request for early check-in
will be entertained unless such request is made not later than 24 hours before the proposed
time of early check-in.

The following charges on early check-in and late check-out shall apply:

Early Check-in:

Before 12:00nn - Half-day Rate (based on Corporate Rates)

Late Check-out:

From 2:00pm-6:00pm - Half-day Rate (based on Corporate Rates)

After 6:00pm - Full Rate (based on Corporate Rates)

- All information contained in this agreement is private and confidential and may not be
 disclosed or obligated to a Third Party for whatever rea son or purpose. Disclosure, nonconfidentiality, or improper implementation of this Contract shall give the Hotel the right to
 rescind all agreements. Should the contracted rates contained in this agreement be sold to
 clients and not through authorized companies, the contract herein will be declared null and
 void.
- Force Majeure Clause: In case of work suspension due to force majeure, DBP can cancel the services of the hotel a night before the accommodation schedule without cancellation or penalty fee.



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If you have other queries regarding our corporate agreement, please feel free to get in touch with us at your most convenient time at:

Sales Department Telephone Number :

+63.2.8835.3522 (direct line)

Sales Department Fax number :

+63.2.8835.3544

Sales Department Email Address:

makatisales@citygardenhotels.com

Office hours are 8:00AM to 6:00PM Mondays to Fridays.

Mobile No.:

0917-8860377

Should you find this agreement acceptable, Kindly sign on the space provided below and return to the undersigned.

We look forward to a mutually beneficial business relationship with your company and to be of service to you and your guests here at City Garden Hotel Makati.

Yours Sincerely,

Confirmed and Accepted by:

r maneza, MBA

Director of Sales

Group

City Garden Hotel Makati

(SIGNED)

Officer-in-Charge, Human Resource Management

Development I

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MINTIMOTHY Chua General Manager

Apr 11.2025

Signed in the presence of:

IN WITNESS WHEREUTO I have hereunto set my hand the

APR 15 2025

Philippines.

(SIGNED)

Doc. No. Page No.

Book No.

NOTARY PUBLIC

Notary Public City of Makati Until December 31, 2025 Appointment No. M-032 (2024-2025) PTR No. 10466408 Jan. 2, 2025/Makati City IBP No. 306870 Dec. 27, 2024 MCLE NO. VII-0027570 Roll No. 27932

101 Urban Ave. Campos Rueda Bldg Brgy.Pio Del Pilar, Makati City