

CONTRACT

Name of Company: DEVELOPMENT BANK OF THE PHILIPPINES

Attn: Ms. Jemimah Go

ocs@dbp.ph

Details : Date : **May 22-23, 2025** (Overnight)

Guests/Participants : 27 pax

Room Check in : 3 pm

Room Check out : 12 noon

Amenities : Function Hall / Pavilion
Fully Air Conditioned Rooms
6 Rooms- Multiple Sharing
with towels and toiletries
Teambuilding Facilities & Activity Tower
Swimming Pools and Garden Grounds

Managed Buffet Meals

DAY 1
Lunch
Steamed Rice
Veggies or Soup
2 Viands
Dessert
Iced Tea and Fruit Juice

PM Snack
(please refer to our menu)
Iced Tea and Fruit Juice

Dinner
Steamed Rice
Veggies or Soup
2 Viands
Dessert
Iced Tea and Fruit Juice

DAY 2
Breakfast
Fried Rice
Egg
2 Breakfast choices
Coffee

AM Snack
(please refer to our menu)
Iced Tea and Fruit Juice

Lunch
Steamed Rice
Veggies or Soup
2 Viands
Dessert
Iced Tea and Fruit Juice

****additional P75.00/pax per extra viand****

**** you may customize your food choices, attached is our menu for your easy reference****

Traverse Outdoor Package Inclusions:

- | | |
|---------------------------------------|-----------------------------|
| - Participants Orientation | - Evaluation and Processing |
| - Activity Design | - Emergency Response Team |
| - Traverse Instructor and Facilitator | - Event Materials |
| - Traverse Outdoor Technician | - Tower Activity |
| - Safety Personnel | - Maze |

**Contract Amount:
(Teambuilding Package)**

27 pax (Multiple Sharing) x 3,150.00 = P85,050 + 12%VAT

Total Contract Amount = P95,256.00

*In accordance with Mataasnakahoy's Municipal Ordinance No. 40 Series of 2015 :
Tourism Ecological fee amounting to P20.00 (per person)
will be collected when you pass through their Tourism Reception Area*

**Any excess in the number of participants will be charged accordingly with the same amount per head as stated
in the contract amount.**

Other Charges (Optional):

Ice: P 200.00/small box
OT of Waiter: P 500.00/waiter (after dinner - 9pm onwards)

Note:

Bringing in food and beverages or liquor is allowed (without corkage fee).
The Resort only allows grill cooking and use of rice cooker.
Use of LPG and butane is strictly prohibited.

Led Wall installment is not allowed.

(It causes power outage due to high power consumption).
However, if needed setup of LED wall will only be allowed unless you'll use it with your own
generator set. Kindly coordinate it with your outside supplier accordingly.

Wifi. Yes we have free wifi at the resort, however, we cannot guarantee that signal is available at
all times. It will still depend on the internet service provider (PLDT). (There may be occasions
that the internet service provider has unscheduled interruptions beyond our control. Please bear
with us is such incident happens)

Payment Details:

50% Deposit upon Confirmation, 50% Final payment upon Arrival

Please make it payable to
Shercon Hiwood Corp (Tin #009-439-608-00000)
BDO Checking Account #005968013664
(BDO Branch : CM Recto Lipa)

Note: No credit card payment.

Terms and Conditions:

- **Pencil Reservation.** We reserve the right to release your booking if no deposit is made.
- **Confirmation.** Kindly note that your reservation is considered tentative and will be confirmed only upon receipt of the 50% down payment. A signed copy of the contract must be sent also through email.
- **Down payment.** As soon as payment is made, a scanned copy of the deposit slip must be sent through our e-mail.
- **Billing Arrangements.** No payment through credit card. The Resort is only allowed to accept cash and check (corporate or manager's check) payment.
- **Revisions/Additions.** Any changes in the reservation details such as: number of participants, menu/food choices, or items requested to be used in the event must be advised in writing at least 5 days before the agreed date.
- **Re-booking Policy.** Kindly advise the Resort Management in writing at least 3 weeks prior to the event date. Failure to advise accordingly means confirmation of reservation and demand of full payment will be requested.
- **Cancellation.** Cancellation must be made in writing at least 3 weeks prior to the event date. Twenty percent (20%) Service Charge based on the total contract amount will be collected to cover preparatory expenses incurred before the function. Failure to advise before the given time means paying the full contract amount.

Other terms and conditions:

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- **Check in / Check out time.** Standard room check in time is 3:00 pm and check-out is 12:00 noon. Early check-in or late check-out is upon request and is subject to room availability. Only Resort Management can confirm.
- **Food choices.** Food choices must be sent at least 5 days before the event.
- **Incidental and other additional charges.** The client assumes full responsibility for any damages and shall pay any incidental charges incurred during the function over and above the contract price after the function or upon check-out of the group. The client may pay either in cash or check acceptable to the resort immediately or upon check-out.
- **Force Majeure.** If either party is prevented in the performance of this Agreement by reason of act of God, fire, flood, typhoon, or other natural disaster, or other reason of like nature (not the fault of the client), this agreement may without liability on the parties be terminated by written notice from one party to the other upon written notice a day before the event date of the client.
- Please see attached House Rules.

Submitted by:

Signed

Authorized Representative

Conforme:

Signed

1/2025

ATTN: EVELYN S. AMILING

Officer-in-Charge

Office of the Corporate Secretary, DBP

Printed Name and Signature