



Apr. 28, 2025

FVP Romeo B. Carandang
Officer-In-Charge, Human Resource Management Group
DBP Head Office
6/F DBP Head Office
Sen. Gil Puyat Ave. cor. Makati Ave.
Makati City
Contact No: 8818-9511 local 6628/ 6629/ 6630
Email: ldd-tu@dbp.ph

CONTRACT
ROOM ACCOMMODATION FOR THE CONDUCT OF ACCOUNT
OFFICERS AND SALES TRAINING
MAY 13-17, 2025 & MAY 21-24, 2025

Dear Mr. Carandang,

Thank you for choosing St Giles Hotel Makati as the official event venue of your guests. With reference to this, please find herewith the final arrangements we have discussed and agreed upon:

I. ROOM ACCOMMODATION

A. ROOM RATES WITH BUFFET BREAKFAST (Per Room Per Night)

ROOM CATEGORY	ROOM & BREAKFAST
Deluxe Single/ Twin Room	Php 3,000.00
Deluxe Triple Sharing Room	Php 3,500.00

ROOM COURTESIES

- Buffet Breakfast
- Water Station available at the hallway per floor
- Access to the swimming pool and gym located at the 35th Level of the hotel from 7:00am-7:00pm
- WIFI Access
- In-room coffee and tea making facilities
- In-room safety deposit box

II. COST ESTIMATE/ BREAKDOWN:

Check-in Date	Check-out Date	ROOM CATEGORY	ROOM RATE	NO. OF ROOMS	NO. OF NIGHTS	TOTAL
MAY 13, 2025	MAY 17, 2025	Deluxe Twin Sharing Room	Php 3,000	13	4	PHP156,000.00
MAY 13, 2025	MAY 16, 2025	Deluxe Twin Sharing Room	Php 3,000	1	3	PHP9,000.00
MAY 13, 2025	MAY 17, 2025	Deluxe Triple Sharing Room	Php 3,500	1	4	PHP14,000.00
MAY 21, 2025	MAY 24, 2025	Deluxe Twin Sharing Room	Php 3,000	10	3	PHP90,000.00
MAY 21, 2025	MAY 23, 2025	Deluxe Twin Sharing Room	Php 3,000	1	2	PHP6,000.00
MAY 21, 2025	MAY 24, 2025	Deluxe Triple Sharing Room	Php 3,500	1	3	PHP10,500.00
TOTAL ROOM CHARGES						PHP285,500.00

Rates are inclusive of VAT, Tax and Service Charge

III. PAYMENT AND BILLING ARRANGEMENTS ON BANQUET CHARGES

- *The Hotel requires signed contract upon confirmation.*
- *Notice of Award received for send bill arrangement.*
- *Other incidentals, will be settled right after the event under personal account unless signed by the signatory*

1. Reservations

- Rates are applicable for bookings made directly with the hotel and to be accompanied with flight arrival details
- For bookings under company account, advance reservation is required and should be covered with a letter of authorization with liability clause, subject to credit being established and approved with the hotel.
- Group booking is considered tentative, subject to a minimum of 14 days release or as advised otherwise by the hotel. Rooming list shall be sent to the hotel on or before the release period as agreed and specified within this contract. Allocated space will be automatically released if no details are received by the release date. Any reservations received after this date will be subjected to availability and at peak season, separate rates may apply.

2. Guaranteed Bookings/Deposit and Prepayments

For individual bookings, a deposit of one night (either cash or credit card guarantee) is required. Full payment for group bookings must be received by the hotel at least 14 days prior to arrival unless credit has been established with the aforesaid. A further deposit as pre-determined by the hotel is required to facilitate other incidental charges. Payment in other currencies shall be at prevailing official exchange rates, to be received in the form of Bank Draft or Telegraphic Transfer (with full details supplied) to the following:

<u>Account Name</u>	: St Giles Hotel (Manila) Inc.	<u>Account No</u>	: 00595002849
<u>Swift Code</u>	: MBBEPHMM	<u>Bank Address</u>	: G/F, 357 New Solid Building, Sen. Gil J. Puyat Ave., Makati City
<u>Name of Bank</u>	: MayBank Bel-Air		

3. **Cancellations after Release/Wash Down**

Amendments/adjustments/wash down must be made in writing and must be acknowledged by the Hotel.

All reported bookings received by and after the cut-off period will be treated as guaranteed reservations and will be subjected to cancellation charges as follows:

FIT Bookings (less than 10 rooms):

- Cancellation made a month before the check in date is with 100% charge
- No show – Full length of stay

Group Bookings (10 rooms & above) – number of rooms x number of nights:

- Less than 30 days notice – 100%

4. **Check-In, Check -Out and Matter of Usage**

Check-in time will be at 3.00 p.m. and check-out time is at 12.00 noon the following day. Request/s for earlier check-in and/or late check-out beyond 6:00pm, this shall depend on room availability and a surcharge of 50% will apply on the contracted rate. A full night's charge will apply for check-out beyond 6.00pm. Both of these facilities must be pre-arranged and are subject to availability. Rooms shall only be used for accommodation only.

5. **Credit/Payment Terms**

A 30 days credit term may be established with St. Giles Hotel, Makati through the official application, the approval of which will be entirely at the hotel's discretion. The hotel reserves the right to reject or withdraw such credit as it deemed necessary in the event of payment default through failure to settle payment within 30 days from the date of billing.

Late payment interest on the outstanding sum shall be payable by the Contracting Party / Company to St. Giles Hotel, Makati in the event payment is not settled within the credit period of 30 days. The interest percentage or a fixed amount will be determined by the sole discretion of the hotel management.

Alternatively immediate credit may be granted through a floating deposit or Banker's Guarantee (to be renewed annually) up to an amount equal to the value of anticipated room night production over 30 days.

6. **Hotel Product Description**

Exact hotel description terminology (as indicated in this contract) must be used in all communications with consumers or any other third parties. This refers to vacation brochures, promotional collaterals and consumer confirmation documents.

7. **Tax, Service Charges and Commissions**

All rates quoted are in Philippine Peso and are inclusive of prevailing service charge, VAT, government tax and are non-commissionable.

8. **Non-Assignment of Contract**

Neither party may assign, in whole or in part, any right, obligation and/ or benefit under this Contract without prior consent of the other party. The said agreement shall be binding upon the assigns and successors-in-title of St. Giles Hotel, Makati and the successors-in-title, heirs and executors of the Contract Party.

9. **Contract of Determination**

In the event of any dispute, irrespective of other contracts in force, only the terms and conditions contained herein shall apply.



ST GILES MAKATI

A ST GILES HOTEL

MANILA

10. Law and Jurisdiction

The Agreement arising from your acceptance of this offer shall be governed by and construed in all respects in accordance with the laws of Philippines and your company. Venue of all actions arising from or in connection with this Contract shall be brought exclusively to the jurisdiction of the appropriate court/s of Makati, Philippines.

11. Severability

If any of the provisions of this Agreement arising from your acceptance of this offer shall become illegal, invalid or unenforceable and provided that such illegal, invalid or unenforceable provision shall not nullify the underlying intent of the parties hereto, such provision shall be severed from the other provisions of the said agreement and shall not affect the validity or enforceability of the other provisions of the said agreement which shall remain in full force and effect.

12. Conclusive Evidence

The certificate of St. Giles Hotel, Makati's accountant or such other agent appointed by the hotel shall be conclusive and binding upon the parties hereto as to the correctness and amount of any payments required to be paid by the Contract Party and/or guests/users of the rooms or hotel facilities under or pursuant to the provisions of this offer.

13. Force Majeure

The Hotel shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, natural disasters or other causes beyond the control of the management. In turn, the Hotel shall not charge the guest/client cancellation charges in cases of force majeure.

14. Bribery And Corruption

The CONCESSIONAIRE hereby covenants, agrees and undertakes not to do anything which would be considered as an offense of giving or receiving or abetting the giving and/or receiving of 'gratification' which in practice means offering, giving, receiving or soliciting something of value in an attempt to illicitly influence the decisions or actions of an employee and/or a person who is in a position of trust within the Company. In the event of breach of this clause, the HOTEL is entitled to immediately terminate the contract.

15. Entire Agreement

The contract party shall ensure that the Contract Party and all guests and users of the rooms and/or the hotel facilities pursuant to this contract shall at all times comply with and observe all statutes, ordinances, subsidiary legislation, by-laws, proclamations, orders, regulations present and future affecting or relating to the use of the rooms and/or hotel premises/facilities and with all requirements which may be made or notices or orders which may be given by any government, health, licensing, civic or any other authority having jurisdiction or authority over or in respect of the hotel or the user hereof and the Contract Party shall indemnify and keep indemnified the hotel and its management and owner against all actions, proceedings, claims, damages, losses, costs and expenses (including solicitor and client basis) whatsoever arising from or in respect of all such matters.

The Contract Party shall ensure that all guests and users of the rooms and/or hotel facilities pursuant to this contract shall not do or permit to be done any act or omission which will infringe the trade name, trade mark, design, copy right and/or any other intellectual property rights of the hotel and/or the hotel's management and/or owner and/or any third parties and the Contract Party shall indemnify and keep indemnified the hotel and its management and owner against all actions, proceedings, claims, damages, losses, costs and expenses (including solicitors cost on a solicitor and client base) to whatever extent arising from any such infringement.



ST GILES MAKATI
A ST GILES HOTEL
MANILA

This Agreement embodies all terms and conditions agreed upon between the parties hereto as to the subject matter of this Agreement and supersedes and cancels in all respects all previous representations, warranties, agreements and undertakings, if any, made between the parties hereto with respect to the subject matter herein whether such be written or oral. No amendment or other variations of this Agreement will be binding unless the same is duly affected by an instrument in writing signed by the parties hereto and expressed to be for the purposes of such amendment.

Important Notice: In order for the bookings related to this Contract, either by attachment or listed herein to be considered, the signed acknowledgement of the Contract must be received by the sending office no later than 1 day hereafter. This contract consists of (05) pages. Please address correspondences relating to the contract to:

St Giles Hotel Makati
Makati • Philippines

In the presence of:

Signature _____ (SIGNED)
Name :
Title : Senior Sales Manager
Date : April 28, 2025

Signature _____ (SIGNED)
Name : Ryanette Robles
Title : Director of Sales & Marketing
Date : April 28, 2025

Authorized Signatory / Company Stamp
DBP Head Office

Signature _____ (SIGNED)
Name :
Title : Officer-In-Charge, Human Resource
Management Group
Date :

Signed in the presence of:

(SIGNED)

(SIGNED)

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____
Philippines.

Doc. No. _____ NOTARY PUBLIC
Page No. _____
Book No. _____
Series of 2025

(SIGNED)
ATTY. ROMEO M. MONFORTY
Notary Public City of Makati
Until December 31, 2025
Appointment No. M-032 (2024-2025)
PTR No. 10466008 Jan. 2, 2025/Makati City
IBP No. 306870 Dec. 27, 2024
MCLE NO. VII-0027570 Roli No. 27932
101 Urban Ave. Canipos Rueda Bldg
Brgy. Pio Del Pilar, Makati City