



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



NOTICE TO PROCEED

16 June 2025

CHATEAU DELA FUENTE

L3 Block 73 Boracay st. cor El Nido Porto Laiya,
San Juan, Batangas
Contact No.

Attention : **MS. JOSEPHINE DELA FUENTE**
Authorized Representative

Dear Ms. Dela Fuente:

The attached Contract Agreement having been approved, notice is hereby given to **CHATEAU DELA FUENTE**, that work shall commence on the **Lease of Venue for the Marketing Group 2025 Planning Conference and Team Building**. Effectivity of the Contract Agreement shall be the date of the event, June 20-21, 2025.

Thus, you shall be responsible for performing the services under the terms and conditions of the Contract Agreement.

Please acknowledge receipt and acceptance of this Notice to Proceed (NTP) by affixing your signature on the space provided in both copies. Keep one copy and return the other to the Development Bank of the Philippines, BBS – Marketing Group 5/F DBP Head Office, Makati City

Thank you.

Sincerely,

(SIGNED)

OIC, BBS-MG and Concurrent Head, CMTBD
Per Sector Order No. 323 dated May 7, 2025

ACKNOWLEDGEMENT:

(SIGNED)

Authorized Representative – Chateau Dela Fuente

Note: Kindly email to sender to acknowledge receipt.

June 5, 2025

VP RICARDO JOSEF S. BANDAL

Officer-In-Charge, BBS Marketing Group
Development Bank of the Philippines
5th Floor, DBP Head Office
Sen. Gil Puyat Avenue corner Makati Avenue
Makati City

CONTRACT

**Room Accommodation and Meals for the Conduct of Planning and Teambuilding of
BBS Marketing Group
June 20 to 21, 2025**

Dear VP Bandal:

Thank you for choosing Chateau Dela Fuente as the official event venue of your Planning and Teambuilding. With reference to this, please find herewith the final arrangements we have discussed and agreed upon:

Accommodation : Php52,0000.00 for one stay (*with full access to the first and floors of the second property*)
Food and Beverage : Php15,000.00 (*2 meals for P30 pax*)
Total : Php 67,000.00

(Rates are inclusive of VAT, Tax and Service Charge)

Amenities include:

- AC rooms
- Toilet & Bath
- LCD TV with Netflix
- Dining
- FREE! WiFi
- Family Room
- Kitchen
- BBQ Griller
- Refrigerator
- Water dispenser (free 5 gallons only)
- Stove
- Oven
- Infinity pool 4ft deep only
- Half basketball court
- Beach access (we are closest to the beach)
- Bonfire pit
- Billiards Table

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PAYMENT AND BILLING ARRANGEMENT

- A Booking Offer does not guarantee the reservation of the rooms. Your reservation is considered confirmed but NOT GUARANTEED until a payment of 100% of the total due is paid 2 weeks prior to check in. Only after receiving the full amount of the reservation, it is then considered confirmed and GUARANTEED.
- Payment in the currencies shall be at the prevailing official exchange rates, to be received in the form of Bank Draft or Telegraphic Transfer to the following:

Account Name : **Josephine Dela Fuente**
Name of Bank : **BDO Unibank**
Bank Address : **Mercedes- Pasig**
Account Number : **007890005579**

- The resort requires a 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.
- Additional security deposit of Php5000 per day to cover incidental charges (for any breakage or damages incurred by guests). Any unused deposit will be refunded upon checkout.
- For cancellations or re-booking: For any cancellation, we can refund the 50% deposit to the guests 20 days prior to booking date. Cancellation after another rebooking will incur a 50% charge on your deposit. Re-booking can be done 15days prior to the booking day to give the admin time to offer the said dates to other guests. In the event of a typhoon, we allow the guest to re-book their stay for as long as the dates are available in the same calendar year.

TERMS AND CONDITIONS

1. Bringing of Food, Alcoholic and Non-Alcoholic Drinks from outside of the resort is allowed. Part of the Chateau dela Fuente's amenities is the use of kitchen. We provide 2 burners, 1 microwave oven, rice cooker, water dispenser and cooking utensils
2. Check-In time is 2:00 PM. Check-Out time is 12:00 noon sharp the following day. Early Check-Ins are subject to room availability and prior notification is required. For checkouts before 12:00 noon, there will be no late fee. Late checkouts between 12 Noon and 4:00PM carry a fee of PHP 1600/hour. For checkouts between 4:00 PM and 6:00 PM, the fee will be 50% of one night's room rate. Guests checking out after 6:00 PM will be charged one night's room rate.

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3. Linens, pillows, blankets, lampshades, décors, glasses, and other room amenities are provided for your use during your stay. Do not take them away. Lost amenities/items will be charged to your account upon check-out.
4. Please do not flush cotton balls, baby wipes, cotton pads, menstrual products, dental floss, paper towels and tissues, medications, prosthetics, hair, gum, food into the toilet bowl
5. Smoking, dangerous weapons, contraband or illegal goods, flammable/explosive items, and items with offensive smell are not allowed inside the rooms. We have designated a smoking area outside the house for your use. The resort reserves the right to refuse entry and accommodation to any guest caught violating our house rules.
6. The resort shall refuse to accommodate people behaving unpleasantly.
7. For security reasons, CCTV cameras are in operation in all public areas.
8. Loud music is only allowed until 10pm, this is the policy of the village.
9. 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.

10. 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 Chateau Dela Fuente, Batangas and the successors-in-title, heirs and executors of the Contract Party.

11. Contract of Determination

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

12. 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 the 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.

13. 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.

14. Conclusive Evidence

The certificate of Chateau Dela Fuente, Batangas accountant or such other agent appointed by the resort shall be conclusive and binding upon the parties hereto as the correctness and amount of any payments required to be paid by the Contract Party and/or guests/users of the rooms or resort facilities under or pursuant to the provisions of this offer.

15. Force Majeure

The resort 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 resort shall not charge the guest/client cancellation charges in cases of force majeure.

16. 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 Resort is entitled to immediately terminate the contract.

17. Entire Agreement

The contract party shall ensure that the Contract Party and all guest and users of the rooms and/or the resort facilities pursuant to this contract shall at all times comply with and observe all statutes, ordinance, subsidiary legislation, by-laws, proclamations, orders, regulations present and future affecting or relation to the user of the rooms and/or resort 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 resort or the user hereof and the Contract Party shall indemnify and keep

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indemnified the resort 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.

- i. The Contract Party shall ensure that all guests and users of the rooms and/or resort facilities pursuant to this contract shall not do for permit to be done any act or omission which will infringe the trade name, trade mark, design, copy right and/or owner and/or any third parties and the Contract Party shall indemnify and keep indemnified the resort 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.
- ii. 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.

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Important Notice: In order for the bookings related to this Contract, either by attachments 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 (06) pages. Please address the correspondence relating to the contract to:

Chateau Dela Fuente
Batangas - Philippines

In the presence of:

Signature (SIGNED)
Name: JOSEPHINE DELA FUENTE
Title: Owner
Date: June 5, 2025

(SIGNED)
Name: Billy James P. Dela Fuente
Title: Co-Owner
Date: 6/10/25

Authorized Signatory / Company Stamp
DBP Head Office

Signature (SIGNED)
Name: MARIO VANESSA & RASCA
Title: Officer-in-Charge, BBS Marketing Group
Date:

Signed in the presence of:

(SIGNED)

(SIGNED)

MANUEL D. CORONEL
BBS - CAAD

IN WITNESS WHEREOF, I have hereunto set my hand this
Philippines.

16 JUN 2025
day of , 20 at MAKATI, CITY

Doc. No. 12
Page No. 4
Book No. X
Series of 2025

NOTARY PUBLIC

(SIGNED)

Atty. CYRIL RUFINO C. PELAYO

Notary Public
Appointment No. M-146
Makati City, Until December 31, 2025
10th Flr. DBP Bldg., Sen. Gil Puyat Ave., Makati City
Roll No. 68575, IBP No. 016409 (Lifetime)
PTR Exempt Under RA7160

PST No. 03594224