

## Quotation

**Name of Company:** Development Bank of the Philippines - Trust Banking Group

**Attn:** Mgr. Aubrey I. Asuncion

**Thru:** Ms. Jerlynn Galman

**Details:**

**Date** : August 15-16, 2025 (Overnight)

**Guests/Participants** : 25pax

**Room Check in** : 3 pm

**Room Check out** : 12 noon

**Amenities** : Open Pavilion / Function Hall  
Rooms (with towels and toiletries)  
**6 Multiple sharing rooms**  
All rooms are fully air conditioned  
Swimming Pools and Garden Grounds

## Managed Buffet Meals

**DAY 1**  
**PM Snack**  
1 Snack Choice  
Iced Tea and Fruit Juice

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

**DAY 2**  
**Breakfast**  
Fried Rice  
Egg  
2 Viands  
Coffee

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

**\*\* You may customize your meal/food, attached is our menu for your easy reference\*\***  
**\*\*Additional P 75 per head for additional viand\*\***

## Computation:

25pax x P 1,500.00	= P 37,500.00	(Accommodation – Multiple sharing)
25pax x P 1,000.00	= P 25,000.00	(Meals)
25pax x P 40.00	= P 1,000.00	(Chair Cover for 2 Days)
	+ 12% VAT	

**Total Amount: P 71,120.00**

*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.\*\***

**Payment Details:** 50% Deposit upon Confirmation  
50% Final payment upon Arrival

Please make it payable to **Shercon Hiwood Corp**  
You may make online deposit through our **BDO Checking Account** (Branch: CM Recto Lipa)  
Note: No personal check and credit card payment. Cash basis only.

**Other Charges (Optional):**

Ice: P 200.00/small box  
OT of Waiter: P 500.00/waiter (after dinner - 9pm onwards)  
Chopping of Lechon: P 500.00/lechon  
Projector: P 2,500.00/day

**Important Notes:**

- **Wi-fi.** 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 provider has unscheduled interruptions beyond our control. Please bear with us if such incident happens.)
- **Outside food and drinks.** 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, induction cooker, butane and other cooking appliances are strictly prohibited.
- **LED Wall.** 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.

**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:**

- **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.

Conformed.

**(SIGNED)**  



Printed Name and Signature


Welcome to Shercon Resort and Ecology Park! To make your visit safe and pleasurable, we kindly ask you to take the following safety guidelines into account:

- Upon arrival, security personnel are authorized to inspect incoming vehicles for safety purposes.
- Day tour is from 8:00 am to 5:00pm only. Overnight standard check in time for the rooms is 3:00 pm and check-out is 12:00 noon. Early check-in is subject to room availability, only front office can confirm. Strictly NO late check-out.
- All children must be accompanied and supervised by an adult at all times whether in swimming pools, guest rooms and anywhere in the resort to ensure that standard health and safety protocols will still be followed
- All guests are encouraged to wear proper swimming attire.
- Food and drinks are not allowed in the pool area.
- No swimming while under the influence of drugs or alcohol. Guests' safety is our concern.
- Strictly no diving. Running, pushing, and playing rough games around the pool area is strictly prohibited.
- Pets are not allowed in the pool area. Pet owners must clean up after pets and is also responsible for any damage to resort property.
- No lifeguard on duty during night swimming. Pool hours: Ecology Pool, Forestville Pool, Sophia's Duck Pool, Prime Pool and Infinity Pool is until 12mn ; CMS Pool and Pocket Pool is until 8pm ; and Hidden Pool is until 5pm only.
- Bringing in food and beverages/liquor is allowed (without corkage fee). The Resort only allows grill cooking and use of rice cooker. Use of LPG, butane and other electrical appliances is strictly prohibited and will be confiscated for safekeeping upon entry. We have provided outdoor grilling areas for your convenience.
- No littering and vandalism. Garbage, cigarette butts and other refuse should be disposed properly. Care should be given to all the resort facilities so keep the place clean and green at all times. Any damage caused to the resort will be charged accordingly.
- No smoking. Smoking is not allowed in our pools, rooms, villas/cabins, pavilions/function halls, day tour cottages/tents/cabanas and within 3 meters of its boundaries. This is in accordance with our government policy.
- The Management will not be held liable in any manner for any risks, accidents, or injury to any untoward incident that may arise beyond their control. The Management will not be held liable also to any damage or loss to person or to your property, vehicles, and belongings inside the Resort (i.e. in your room, function halls, and public areas within the resort). You may deposit your valuables at the Information Office i.e. cash and jewelries.
- Damages and losses of items inside the function hall/rooms belonging to the resort shall be charged to the guest accordingly. Guests are required to secure clearance from the Front Office before leaving.
- Guests are advised to refrain from disturbing activities that annoys other guests like drunkenness, running, shouting, loud music, videoke etc. Silence must be observed in the rooms, function halls, corridors and public areas particularly from 11:00 pm to 6:00 am to give courtesy to other guests.
- Use of fireworks, sparkers, or fire lanterns is discouraged inside the resort property.
- Any complaints or problems must be promptly relayed to any of the resort's personnel for immediate assistance.

These House Rules are designed for your protection as well as the rest of our guests. Management reserves the right to refuse and revoke entry of any guest that does not abide with the Resort's Rules and Regulation. Patrons who repeatedly violate the rules may be ejected from the resort without refund.

Thank you for your understanding and cooperation!

Agreed and accepted by:  
(SIGNED)  
  
(Guest Name and Signature)

Witnessed by:  
(SIGNED)  
  
(Guest Name and Signature)