

## CONTRACT OF AGREEMENT

August 04, 2025

**SVP Romeo B. Carandang**

Head, Human Resource Management Group

### DEVELOPMENT BANK OF THE PHILIPPINES

Contact Person: Deuel B. Quintanar

Contact No: 09178641138

Email: ldd-tu@dbp.ph

Dear Sir Deuel,

Maayong Adlaw! Good day from Hamersons Hotel-CDO!

We would like to take this opportunity to thank you for confirming your reservation with us. Please find enclosed contract and its details for your review. Should there be no further questions or clarification, please send signed copy back on or before **August 06, 2025** so we can proceed with the arrangements.

### I. ROOM REQUIREMENT:

No. of Rooms Available	Arrival Date	Departure Date	Room Type	LIMITED OFFER	No. of Nights	Sub-total
6	08-Aug-25	10-Aug-25	Standard Corner with extra bed	3900	2	Php 46,800.00
3	08-Aug-25	10-Aug-25	Standard Twin Room	2400	2	Php 14,400.00
2	08-Aug-25	10-Aug-25	Standard Double Room	2400	2	Php 9,600.00
1	09-Aug-25	10-Aug-25	Standard Twin Room	2400	1	Php 2,400.00
1	09-Aug-25	10-Aug-25	Superior Twin Room with extra bed	4300	1	Php 4,300.00
13			Total Pac.			
*** Nothing Follows ***						

### Inclusions:

- Buffet Breakfast
- Bottled Water
- Free WIFI access
- Free use of fitness gym

**Additional Information:**

- Rates are quoted in Philippine Peso, per room per night
- Please note that our check in time is 02:00PM and check out time is 12:00NN.

**II. BANQUET & EVENTS REQUIREMENT**

DATE	TIME	VENUE	SETUP	MEAL	GUARANTEED NO OF PAX
August 09, 2025	10:00AM 07:00PM	Gaudencio Hall	Round Table Setup	AM Snacks Lunch PM Snacks	40 pax (maximum capacity)
August 10, 2025	08:00AM 12:00NN	Gaudencio Hall	Round Table Setup	AM Snacks Lunch	40 pax (maximum capacity)

**INCLUSIONS:**

1. Free use of venue for 09/04 hours only. Excess use of venue per hour is PHP 1,500.00.
2. Round Table Set-up
3. With white table cloth, black chair cloth, and red table napkin
4. Projector Screen (1)
5. Stage (1)
6. Welcome, directional and signage
7. Microphones (2)
8. Basic sound system
9. Flowing Coffee

FOOD AND BEVERAGE DETAILS	MEAL TYPE: Buffet and Snacks
FOOD MENU	<p><b>August 09, 2025</b>  <b><u>Guaranteed No. of Pax: 40 Pax</u></b></p> <p><b>PLATED AM SNACKS @PHP 200.00/PAX</b>  <b>FOOD OUT TIME: 10:00AM</b>  <b>Pancit Palabok with Garlic Bread</b>  <b>1 Round of Iced Tea</b></p> <p><b>LUNCH BUFFET @PHP 650.00/PAX</b>  <b>FOOD OUT TIME: 11:45AM</b>  <b>Cream of Mushroom</b></p>

# **HAMERSONS HOTEL** CAGAYAN DE ORO

	<p> <b>Fresh Garden Salad</b>  <b>Sweet and Sour Pork</b>  <b>Battered Chicken</b>  <b>Pancit Guisado</b>  <b>Steamed Rice</b>  <b>Fresh Fruits</b>  <b>1 Round of Soda/Iced Tea</b> </p> <p> <b>PLATED PM SNACKS @PHP 200.00/PAX</b>  <b>FOOD OUT TIME: 03:30PM</b>  <b>Tuna Sandwich</b>  <b>1 Round of Iced Tea</b> </p> <p> <b>August 10, 2025</b>  <b><u>Guaranteed No. of Pax: 40 Pax</u></b> </p> <p> <b>PLATED AM SNACKS @PHP 200.00/PAX</b>  <b>FOOD OUT TIME: 10:00AM</b>  <b>Filipino Spaghetti</b>  <b>1 Round of Iced Tea</b> </p> <p> <b>LUNCH BUFFET @PHP 650.00/PAX</b>  <b>FOOD OUT TIME: 11:45AM</b>  <b>Corn Soup</b>  <b>Cucumber Salad</b>  <b>Fried Chicken</b>  <b>Humba with Egg</b>  <b>Chopsuey</b>  <b>Steamed Rice</b>  <b>Fresh Fruits</b>  <b>1 Round of Soda/Iced Tea</b> </p>
	<b>"CORKAGE FEES SHALL BE APPLIED"</b>
<b>VENUE DETAILS (Lay-outs and Remarks)</b>	
<b>CONFERENCE &amp; EVENTS ADD-ONS</b>	Excess use of venue per hour is at PHP 1,500.00 nett .

**Corkage Fees:**

ITEM	NETT RATE PHP
Whole Lechon	PHP 1,000.00/pc

# **HAMERSONS HOTEL** CAGAYAN DE ORO

Beer (per case)	PHP 350/CS
Wines (750ml)	PHP 350/bot
Soda (1 liter)	PHP 250/bot
Liquor (1 liter)	PHP 400/bot
Microphone	PHP 200/pc

### III. PRICING SUMMARY

No. of Rooms Available	Arrival Date	Departure Date	Room Type	LIMITED OFFER	No. of Nights	Sub-total
6	08-Aug-25	10-Aug-25	Standard Corner with extra bed	3900	2	Php 46,800.00
3	08-Aug-25	10-Aug-25	Standard Twin Room	2400	2	Php 14,400.00
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1	09-Aug-25	10-Aug-25	Standard Twin Room	2400	1	Php 2,400.00
1	09-Aug-25	10-Aug-25	Superior Twin Room with extra bed	4300	1	Php 4,300.00
13			<b>Total Pax:</b>			
<b>*** Nothing Follows ***</b>						
<b>Total Amount:</b>						Php 77,500.00
<b>Variable Amount:</b>						Php 69,196.43
<b>12% VAT:</b>						Php 9,303.57
<b>Downpayment</b>						
<b>Grand Total</b>						Php 77,500.00

DATE OF EVENT	FUNCTION ROOM	GUARANTEED NO OF PAX	MEAL REQUIREMENT	RATE	TOTAL
August 09, 2025	Gaudencio Hall	40 pax (maximum capacity)	AM Snacks Lunch PM Snacks	PHP 1,050.00/pax	PHP 42,000.00
August 10, 2025	Gaudencio Hall	40 pax (maximum capacity)	AM Snacks Lunch	PHP 850.00/pax	PHP 34,000.00
<b>TOTAL F &amp; B</b>					<b>PHP 76,000.00</b>
<b>TOTAL OF ROOMS ACCOMMODATION AND F &amp; B</b>					<b>PHP 153,500.00</b>

#### Terms & Conditions:

- The minimum number for:
 

<b>Banquet &amp; Events: GAUDENCIO – 40 persons</b> <b>AUGUST 09, 2025</b> <b>Plated AM Snacks: 40 persons</b> <b>Lunch Buffet: 40 persons</b> <b>Plated PM Snacks: 40 persons</b>	<b>AUGUST 10, 2025</b> <b>Plated AM Snacks: 40 persons</b> <b>Lunch Buffet: 40 persons</b>
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- The price is in PHP (Philippine Peso) & inclusive of VAT, and local tax.
- Please note that government taxes are subject to change without prior notice.
- Hotel reserves the right to amend the rates should the quantity decrease or increase.
- Rates are applicable for the above-mentioned group/dates only.
- Above rates are non-commissionable.
- Children's Buffet Meal Policy:
  - o 12 years old above will be full charged.
  - o 6 – 11 years old will be 50% discounted rate.
  - o 5 years old below will be free of charged.

#### **IV. REDUCTION AND ARRANGEMENTS**

##### **Room Accommodation:**

- a. The hotel should receive the group rooming list on or before than August 06, 2025.
- b. On receipt of the rooming list, rooms not utilized will be returned to the general availability of the hotel.
- c. The rooming list must state guests' names and the room category required according to this agreement.
- d. All changes and cancellations will be covered by the group.
- e. All no shows will be charged 100% for the entire stay.
- f. Wash Down Policy:
- g. Any decrease in rooms after August 06, 2025 will change the rate from Php 3,900 to Php 4,300, Php 2,400 to Php 2,800, and Php 4,300 to Php 4,700.
- h. Any decrease in the number of meeting participants after August 06, 2025 will incur 100% meeting package charges.
- i. All rooms canceled 5 days or less before the arrival date will be charged the cancellation fee of 100%.

##### **Banquet & Events:**

Hamersons Hotel- Cagayan de Oro City has to be notified of any alteration to the anticipated number of persons attending the function at least 2 working days prior to the start of the event. The client agrees to pay charges for the following whichever shall be greater:

- a. The minimum guarantee as stipulated in the signed contract
- b. The exact number of people notified as attending the event in accordance with above mentioned.
- c. The actual and counted number of participants.
- d. **Outsource catering or brought-in food & beverages are strictly not allowed in the hotel.**

- e. A 10% buffer only will be prepared for the possible increase in minimum guaranteed attendance and will be charged accordingly if utilized.
- f. In the event that the number of persons increases beyond the 10% buffer on the day of the event, the hotel shall accommodate the meal requirements based on Chef discretion and food availability.
- g. Note that a minimum guarantee per day is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.
- h. In the event that a client will bring in food items into the hotel or bring out food items left over from a function, the client shall sign a disclaimer form and comply with all legal requirements relating to food safety as well as indemnify the hotel from and against all claims and damages resulting to the consumption of the food.
- i. An energy fee of Php 50 /unit/day shall be charged for every unit brought and plugged in
- j. The hotel reserves the right to transfer the client to another available venue should the original venue become unavailable due to any emergency, maintenance work, or other related servicing work. The Hotel will give sample notice and must see to it that the Client is comfortably settled and approves the alternative venue.
- k. Food leftover (*buffet, a la carte or plated*) right after the event it will be on consideration if it is allowed base on the list of food items for take-out. The client must sign a waiver form to agree to the said arrangement. The hotel will charge the client for the packaging container depending on the size.

**STRICTLY FOOD NOT ALLOWED TO BE TAKEN-OUT;**

- 1. Soup, Noodle, Pasta, Rice Dishes
- 2. Dishes with creams or with coconut milk (gata)
- 3. Potato dishes
- 4. Mixed salads or appetizer
- 5. Dishes with tomatoes
- 6. Dessert that needs refrigeration
- 7. Beverages

**V. PAYMENT & CANCELLATION**

***SEND BILL ARRANGEMENT***

- Full payment must be received within 15 days upon receipt of the complete and correct statement of account.
- The hotel only accepts, cash, credit card, and company dated check. For check payments, please allow 3-5 banking days for clearing. Check should be The Hamersons Hotel and Resorts, Inc.

**INCIDENTAL CHARGES:**

- Personal incidental bills (i.e. Restaurant, minibar, telephone calls, laundry, internet, etc.) will be charged to individual bills and settled by the account in full through credit card, cash or other accepted payment methods upon check-out unless the Company will guarantee with authorization (credit card, LOA or Guarantee letter).
- Mode of payment; cash, credit cards, company check (5 days clearing), or bank deposit.
- All losses in and damages in guestroom/s shall be shouldered by the delegate.
- All keycards released must be surrendered upon check-out, otherwise will be charged at Php 250.00 to be collected upon check-out.

**BANK ACCOUNT INFORMATION**

Bank Name : BDO UNIBANK  
Account Name : THE HAMERSONS HOTEL & RESORTS, INC.  
Account Number : 0031 8032 6489  
Swift Code : BNORPHMMXXX  
Address : MAYOR A. ENERIO ST, OROQUIETA CITY, 7207 MISAMIS OCCIDENTAL

- Checks payable to **THE HAMERSONS HOTEL & RESORTS, INC.**
- A scanned copy of the transaction slip should be sent through email so that the Hotel can check if the amount has been credited to our account. Note that it takes 7 working days for the amount to be credited when wired from an international source. Please ensure deposits and full payments made are within the allowable time frame prior the arrival or departure of the guests from the Hotel, whichever is applicable.
- 100% Cancellation fee will apply if cancelled within 1 day prior to the group's arrival.
- CURRENCY - If payment is made in any currency other than that used by the hotel, client is responsible for any fluctuation in the currency exchange. The hotel shall be paid in full amount in the currency as charged.

**VI. GENERAL TERMS & CONDITION**

**CONDUCT OF EVENTS:**

- The client is requested to fill-up Ingress-Egress form for proper accountability of items or equipment to be brought-in the hotel.
- The client and his guests will conduct the event in an orderly manner without causing nuisance and in full compliance with the directives and requirements of the Hotel and is bound to obey the Laws and regulations of the Government of Republic of the Philippines.
- The client is not allowed to erect any exhibitions, stands or displays within the hotel's premises.
- Decoration supplied by the Hotel must remain the exclusive property of the Hotel and must not be removed.

- The use of trademarks/logos in the Hotel is only permitted if the Hotel Management has given authorization for this.
- If the event continues beyond the time stipulated, the Client will be charged a fee for the hire of the room according to the Hotel's valid price hire list
- If the number of participants increase or decrease in relation to the original reservation, the Hotel reserves the right to transfer the event to a room which size accommodates the revised number of clients.
- For any banners or signboards, kindly submit a sample/artwork to the Hotel for reference. The Hotel can refuse any banner, backdrop or signage that are brought in without prior approval from the Hotel or that those items do not conform to regular standards of the Hotel.
- The client shall be allowed to put up any display's notices or advertisements upon any part of the Hotel premises with the written permission of the Hotel.
- **Pasting, fastening and attaching drapes in the wall & ceiling or any architectural part in the hotel is strictly not allowed, any report damages and destruction within the hotel premise, the client and supplier will be charged at minimum of Php 20, 000.00 or depending on the cost of damage.**
- Should you elect to utilize outside contractors or subcontractors on the hotel premises during your event, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify the hotel of your intention to use such providers at least thirty (30) days in advance of your event.
- All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at hotel for similar outside contractors and provide proof of insurance in amounts acceptable to hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing before they will be allowed to provide services on hotel premises.

**LIABILITY:**

- The Client will pay the Hotel for every incidence of loss or damage which occurs in any part of the Hotel complex or of any property or equipment belonging to the hotel by the client or related persons. This includes and not limited to meeting folders, organizer's stationery kits, flipcharts, projectors, projection screens, hotel furniture and furnishings, etc.
- When equipment such as audio-visual equipment, p/a systems, computers, laptops and projectors, etc., are brought in, the client is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection.
- The Hotel does not take responsibility for any loss or damage to the property of the Client, or related persons, which has occurred on the premises of the Hotel. In case of loss or damage to property, the Hotel Management must be notified as soon as this fact is discovered.





- It shall at all times be the responsibility of the client to check and verify invitations and/or admission tickets in order to appropriately identify attendees if applicable.
- Any fire exit signs, fire exits and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises.
- No unlawful activities may be conducted within the hotel premises.

#### FORCE MAJEURE:

Failure (in whole or in part) or delay on the part of **HAMERSONS HOTEL-CDO** or the client **SVP Romeo B. Carandang** in the performance of any of the obligations imposed upon such parties hereunder shall be excused and such parties shall not be liable for damages or otherwise on account thereof, when such failure or delay is the direct or indirect result of any of the following causes affecting the hotel and which renders the reservation impossible to conduct in the reasonable business judgment of **HAMERSONS HOTEL** (each a Force Majeure Event): acts of God, such as hurricanes, earthquake, tornadoes, strong typhoon, fire or flood, malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, labor disturbance, public enemy, war (declared or undeclared), compliance with any governmental law, regulation, order, rule, recommendation, request or suggestion of government (foreign or domestic) acting under claim or color of authority.

#### VII. CONFIRMATION

If a signed copy of your contract will not be received on August 06, 2025, the hotel reserves the right to release all accommodation and hotel space tentatively held. Any alterations to arrangements detailed in this contract must be agreed in writing by the hotel.

The general terms and conditions for the events are considered part of this contract.

(SIGNED)

Dafny Angeles L. Quiña  
Sales Account Associate

In behalf of **DEVELOPMENT BANK OF THE PHILIPPINES**, agrees:

(SIGNED)

Head, Human Resource Management Group

(SIGNED)

Harry Jason O. Guantero  
Managing Director

## ACCEPTANCE AND SIGNATURE

I have received, read and I agree with the above contract proposal and the Hotel's general terms and conditions.

Yours Sincerely,

Confirmed and Accepted by:

(SIGNED)

**Mr. Harry Jason O. Guantero**  
Managing Director  
The Hamersons Hotel and Resorts, Inc.

(SIGNED)

Head, Human Resource Management Group  
Development Bank of the Philippines

Date:

Signed in the presence of:

(SIGNED)

DAFNY ANGÉLICA L. QUIÑA

(SIGNED)

DEUEL B. QUINTANAR

IN WITNESS WHEREOF, I have hereunto set my hand this 11 day of AUG, 2025 at MAKATI CITY, Philippines.

Doc. No. 4 NOTARY PUBLIC

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Book No. 24

Series of 2025.

(SIGNED)

**ATTY. DARWIN B. SANTOS**  
Notary Public for Makati City  
Until October 31, 2025  
Appointment No. 015(2024-2025)  
Roll of Attorneys No. 57952  
IBP No. 3300 - Active Member  
PTR No. 10467099 - 2025/Makati City  
MCLE Compliance No. 42365/April 14, 2028  
U-1-A 8051 San Nicolas St. Guadalupe Nuevo, Makati City