

QuestPlus

CONFERENCE CENTER - CLARK

Development Bank of The Philippines
DBP- Meeting
Mon 04 Aug 2025 to Tue 05 Aug 2025

CONTRACT AGREEMENT

Development Bank of The Philippines
Date of Event: Mon 04 Aug 2025 to Tue 05 Aug 2025

Jun 26, 2025

TO: MR. ROMEO B. CARANDANG

Senior Vice President

Head, Human Resource Management Group

Development Bank of The Philippines

THRU: Ryan Benedict Labit- Employee Relations Department

6th Floor, Development Bank of the Philippines Head Office

Sen. Gil J. Puyat Avenue corner Makati Avenue Makati City

M: +639150469428

E: erd@dbp.ph

FROM: Jerget Malle

Senior Sales Manager

Mimosa Cityscapes, Inc.

Filinvest Mimosa Plus Leisure Estate, Clark Freeport Zone, Pampanga

Contact Number : +63 998 587 8071

E: clarkse2@questhotelsandresorts.com

Dear Mr. Carandang,

Warm Greetings from Quest Hotel & Conference Center - Clark!

Thank you for choosing Quest Plus Conference Center – Clark Pampanga as the host venue of your **DBP- Meeting on August 3-5, 2025.**

This document sets out the terms and conditions of the agreement between the Quest Plus Conference Center – Clark Pampanga and a **Development Bank of The Philippines.**

A. ROOM ACCOMMODATION REQUIREMENT

Date	No. of Rooms	Room Type	Room Rate
Aug. 3-5, 2025	1	Deluxe Room (2 persons)	PHP 5,500.00 net/night
	4	Deluxe Room (1 person)	PHP 5,500.00 net/night
Aug. 4-5, 2025	12	Deluxe Room (2 persons)	PHP 5,500.00 net/night

Inclusions

- Buffet breakfast daily (based on occupancy)
- High-Speed WI-FI Internet access in all rooms
- Use of hotel amenities (swimming pool and gym)
- Complimentary drinking water
- 24-hr Room Service, Housekeeping, Concierge and Front Office Services
- **Standard Check-In Time: 3:00 PM**
- **Standard Check-Out Time: 11:00 AM**

QUESTHOTELSANDRESORTS.COM/CLARK

Mimosa Drive, Filinvest Mimosa+ Leisure City, Clark Freeport Zone, 2023

Tel No : (+63 45) 599 8000 | (+63 2) 8236 5040

clarkinfo@questhotelsandresorts.com

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Terms and Conditions

1. Above rates are in **NET** inclusive of service charge.
2. Rates are based on the minimum guarantee of **17 rooms from August 3-5, 2025** or equivalent to **18 room nights**. Should the number of rooms reduce from the minimum guarantee, the rate may be subject to increase.
3. Arrivals beyond the agreed number of rooms and dates must be guaranteed by the organizers and subject to any cancellation fee indicated in the 'group control procedure'.

ROOMS ARRANGEMENT

- 1) All rooms will be run-of-the-house. The hotel reserves the right to assign alternate room(s) should all or a portion of the contracted rooms become unavailable for any reason whatsoever. Additional room requirements shall be subject to room availability
- 2) Submission of Final room list to email address clarkse2@questhotelsandresorts.com on or before August 1, 2025
- 3) Individual check-in at the Front Desk, 1 key card per person.

OTHER GROUP CONTROL PROCEDURES & ARRANGEMENTS

1. **Check-in time is 3:00 PM and check-out time is 11:00 AM.** Arrivals before 3:00 p.m. and departures after 11 AM will be subject to room availability. Please note that there will be a late check-out charge from 1:00 pm to 6:00 pm at 50% of the above-quoted rates. Check-out after 6:00 pm will be charged at 100% of the above rates.

2. Rate for Extension of Stay:

The same room rate may apply for bookings 3 days prior and 3 days after the meeting date of **August 3-5, 2025**. Prior reservation has to be arranged; subject to room availability.

3. Reductions, Cancellations and No Shows terms and conditions:

The number of rooms and banquet reservation blocking indicated in this contract shall be deemed guaranteed and confirmed. Any reduction or cancellation from the stated room and banquet arrangements will be chargeable based on the following terms:

Guestroom bookings Upon contract signing, a 100% penalty equivalent to the total number of cancelled room nights will be charged

I. BANQUET ARRANGEMENTS

Date	Start Time	End Time	Activity	Venue	Agr
Aug. 4, 2025	8:00 AM	6:00 PM	Meeting	Lewis 1&2	26
	9:30 AM	10:00 AM	AM Snack	Lewis 1&2	26
	12:00 NN	1:00 PM	Buffet Lunch	Lewis 1&2	26
	3:00 PM	3:30 PM	PM snack	Lewis 1&2	26
	6:00 PM	9:00 PM	Buffet Dinner	Lewis 1&2	26
Aug. 5, 2025	8:00 AM	1:00 PM	Meeting	Function room	26
	9:30 AM	10:00 AM	AM Snack	Function room	26
	12:00 NN	1:00 PM	Buffet Lunch	Lewis 1&2	26

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	3:00 PM	3:30 PM	PM Snacks	Lewis 1&2	26
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Package Inclusion:

- Complimentary use of venue based on the contracted time
- AM/PM Snack, Buffet Lunch & Dinner
- 1 Round of Iced tea during Lunch & Dinner
- Free Flowing coffee and tea
- Standard meeting set up: pads, pens and mints
- Standard PA system with 2 wireless microphones during a meeting
- Wifi Connectivity in the function room
- Provision of Projector Screen
- LCD Projector

In addition, we will provide the following:

- In-house table centerpiece for round table set up
- One (1) Whiteboard/Flipchart with marker and eraser

FOOD & BEVERAGE AND BANQUET ARRANGEMENT

1. Final Group meal requirement must be received by the hotel at least five (5) days prior to arrival.
2. The minimum guaranteed no. of guests per meal indicated above shall apply. For any increase in guarantee, the hotel requires the final guaranteed number of attendees at each function one (1) month prior to the function.
3. Reduction and Cancellation Conditions:

Any decrease in the guaranteed number of persons or cancellation made upon confirmation of the event/signing of the contract will be charged in full.

4. Any last-minute, changes such as set up, venue, and menu advice less than 72 hours prior to the actual event of the function is subject to the approval of the hotel management. The Hotel reserves the right to impose minimal fees for last minute changes.
5. **Development Bank of The Philippines** is responsible for payment of the guaranteed covers or actual number of people served at the function, whichever is higher. Should the actual attendance exceed the minimum guarantee, actual attendance shall apply. However, should the actual attendance be below the minimum guarantee, the minimum guarantee shall apply.

"A 15% incremental charge shall be added to the quoted meal rate (per person) should the guaranteed number of guests have exceeded the 10% buffer on the date of the event."

Additional consumption of beverages during the event shall be charged to a personal account unless advised by the **Development Bank of The Philippines** organizer.

6. If the number of guests increases or decreases in relation to the original reservation, the Hotel reserves the right to transfer the event to an alternative room, the size of which shall appropriately accommodate the revised number of guests.

All Food and Beverage and Banquet arrangement rates are quoted at present market value. Please note, should there be any increase in the market due to outside suppliers the rate may be adjusted accordingly, with appropriate notification.

OTHER GROUP CONTROL PROCEDURES & ARRANGEMENTS

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Reductions, Cancellations and No Shows terms and conditions:

The number of banquet reservation blocks indicated in this contract shall be deemed guaranteed and confirmed. Any reduction or cancellation from the stated room and banquet arrangements will be chargeable based on the following terms:

Banquet Bookings

Upon contract signing, a 100% penalty equivalent to the total number of cancelled no. of persons per day will be charged.

IV. BREAKDOWN CHARGES

Accommodation						
Date	No. of Rooms	Room Type	No. of persons	Rate	No. of Nights	Total
Aug. 3-5, 2025	1	Deluxe Room (2 persons)	2	5,500.00	2	11,000.00
Aug. 4-5, 2025	4	Deluxe Room (1 person)	4	5,500.00	1	22,000.00
	12	Deluxe Room (2 persons)	24	5,500.00	1	66,000.00
TOTAL ROOMS	17		30			99,000.00
MEAL ARRANGEMENT						
4-Aug			No.	Days	Rate	Total
AM Snacks, Buffet Lunch & PM Snacks			26	1	1,616.00	42,016.00
Buffe Dinner			26	1	1,097.00	28,522.00
5-Aug						
Buffet Breakfast			30	1	Part of Room	Part of Room
AM Snacks, Buffet Lunch & PM Snacks			26	1	1,616.00	42,016.00
TOTA MEAL CHARGES						112,554.00
TOTAL ROOM AND MEAL CHARGES						211,554.00

- Rates are inclusive of service charge; No government tax added; non-commissionable
- Rates are valid for this date and function only
- Rates are subject to change without prior notice
- Hourly Extension of contracted time shall be subject to an appropriate room rental fee

V. PAYMENT AND BILLING POLICY

1. The hotel shall extend a thirty (30) day credit term to your organization. A corresponding penalty of 3% shall apply for overdue account/s including all other group incidental charges duly signed by the authorized signatory.
2. We will appreciate receiving your Letter of Authorization (LOA) and/or Certificate of Availability of Funds on or before July 10, 2025 addressed to Ms Monette Fajardo, Finance Controller.

Name to Appear on check: MIMOSA CITYSCAPES, INC.

TIN Number:

Bank Name: EastWest Bank

Account Name: Mimosa Cityscapes, Inc.

Branch: The Fort-Beaufort

Bank Address: The Beaufort G/F 5th Avenue Cor. 23rd St. Bonifacio Global City, Taguig City

Account Numbers:

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Swift code: EWBCPHMMXXX

2. All banquet charges stated in this contract shall be part of the Master Bill / Master Guest Folio of the company.
3. Other incidentals charges such as additional room service, telephone charges and other incurred expenses during the function (such as drinks and other meals outside of the prearranged banquet meals) not signed by the authorized signatories will be on personal account of the guest, which will be settled upon delivery of service or consumption of food. For mini bar consumption, it shall be settled upon check out. Payment may be in the form of cash or credit card.
4. **No creditable withholding tax should be deducted from all payments to MIMOSA CITYSCAPES, INC. due to Tax Exemption. (Non-VAT)**
5. Currency: All prices quoted in this contract/proposal are stated in the Philippines Peso, the official currency of the Republic of the Philippines.

VI. AUTHORIZED SIGNATORIES

The following name/s are the authorized signatories to this event. All bills signed by any of these signatories are considered final and will automatically be part of the billing statement of the company.

Name:

Designation:

Signature: _____

VII. LIABILITY/DAMAGE

Development Bank of The Philippines will pay the Hotel for every incidental loss or damage, which occurs in any part of the Hotel complex or of any property or equipment belonging to the Hotel during the function, except if due to the negligence of the hotel's staff.

The Hotel does not take any responsibility for any loss or damage to the property of **Development Bank of The Philippines** which occurs on the premises of the Hotel including the function (meeting) rooms, except if due to the negligence of the hotel's staff. In case of loss or damage of property, the Hotel Management must be advised as soon as the fact is discovered. Safe deposit boxes are available at Front Desk upon request.

The Hotel will supply additional security at the **Development Bank of The Philippines** for any function room that is being held by the Company. The Company will pay for the cost of additional security.

VIII. EXTERNAL SUPPLIER POLICY

Should the company utilize outside contractors or subcontractors in 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 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.

When equipment such as audio-visual equipment, p/a systems, computers, laptops and projectors, etc are brought in, **Development Bank of The Philippines** 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 protection.

It is the hotel's sole discretion to allow or disallow outside providers inside the hotel premises.

IX. BANNERS & SIGNBOARDS

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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 is brought in without prior approval from the Hotel or that items do not conform to the regular standards of the Hotel.

Decoration supplied by the Hotel remains the exclusive property of the Hotel and must not be removed. The use of trademarks/logos is prohibited if authorization has not been obtained by the Hotel Management in advance. The **Development Bank of The Philippines** shall be allowed to put up any display notices or advertisements on any part of the Hotel premises with the written permission of the Hotel.

HOTEL AND IMAGE BRANDING

All advertising and print mediums used by the **Development Bank of The Philippines** to promote **Quest Plus Conference Center Clark** must have written approval prior to use.

E-COMMERCE

These rates are not valid for E-Commerce promotions. Prior approval is required and a separate contract will be prepared and approved by both parties. If **Development Bank of The Philippines** is found to sell at a lower minimum selling rate, as outlined in this contract, then hotel or resort reserves the right to cancel this contract or to change rack rate directly to the agent guests.

X. SAFETY, SECURITY AND FORCE MAJEURE

It shall at all times be the responsibility of **Development Bank of The Philippines** to check and verify invitations and/or admission tickets (if applicable) in order to appropriately identify attendees/ guests to your company event.

While the hotel shall take all necessary precautions, the hotel shall not be held responsible for any loss or damage to the belongings of the company or any guest in attendance prior to, during or after an event held at the hotel.

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 without prior written approval.

No unlawful activities may be conducted within the hotel premises.

EXCLUSION OF LIABILITY

Quest Plus Conference Center Clark will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, charge of statutes of the Philippine Government, strikes, riots and acts of God or conditions beyond the control of the hotel. In the event of non-performance due to the above reasons, **Quest Plus Conference Clark** and **Development Bank of The Philippines** may agree on postponement of booking/arrival, agreeable to both parties. Non-performance due to any other reasons shall be at the hotel's discretion, terms and conditions.

LOCAL GOVERNMENT TAXES AND SERVICE CHARGE

The hotel reserves the right to adjust the contracted rates committed herein, in the event of any tax alteration/revisions promulgated by the government and any service charge amendment.

CONFIDENTIALITY

All information contained in this agreement are private and confidential and may not be disclosed or obligated to a third party for whatever reason or purpose.

MODIFICATION

Changes, additions, stipulations or deletions of any clauses will be indicated in the amendment contract.

CANCELLATION OF CONTRACT

Quest Plus Conference Center Clark reserves the right to cancel the contract at any time if the client --

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- Commits a breach in any of the terms and conditions
- Purports to assign the burden or benefit of this agreement without the written consent of the hotel.

XI. DATA PRIVACY

Mimosa Cityscapes Inc. – Quest Plus Conference Center Clark values your trust and confidence, we wish to inform you of how we process the personal information that you share with us in accordance to Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, its implementing Rules and Regulations and other issuances of the National Privacy Commission (NPC).

In view of your transaction with Mimosa Cityscapes Inc. – Quest Plus Conference Center Clark, we have collected basic information including your name, residence, contact details, as well as those of your spouses and/or dependents, and other sensitive personal information, such as your age, civil status, government registration details, financial information, credit history and tax returns, among others ("Personal Information"). For complete details of our data privacy policy, please visit

<https://questhotelandresorts.com/clark/privacy-policy>

By signing this Contract Agreement, you hereby agree to the terms, conditions and privacy policy of Mimosa Cityscapes Inc. – Quest Plus Conference Center Clark.

XII. ACCEPTANCE of Contract Agreement

Contained in this agreement are the detailed commitments and arrangements of both parties for this event. Any changes and additional arrangements/ agreements after this contract has been signed and sealed shall have to be agreed upon by both parties in an Addendum contract.

Please send us back a signed copy of this contract on or before **July 1, 2025** in order for the above agreements to apply.

The signatories below agree to the content of this contract/ agreement and consider all arrangements definite and confirmed as stated herein. Compliance with this contract is subject to acts of God, wars, disasters or other emergencies beyond the control of either party.

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Signed on behalf of the hotel ,

Signed on behalf of the company,

(SIGNED)

Jorget Malle
Senior Sales Manager
MIMOSA CITYSCAPES, INC.

(SIGNED)

Senior Vice President
Head, Human Resource Management Group
Development Bank of The Philippines

Noted by:

(SIGNED)

JUDY B. SARMIENTO
Director of Sales & Marketing
MIMOSA CITYSCAPES, INC.

REPUBLIC OF THE PHILIPPINES)
PROVINCE/CITY OF MAKATI CITY) S.S.

BEFORE ME, A Notary Public for and in the MAKATI CITY, City/Province of MAKATI CITY this 01 day of AUGUST, 2025, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL.

Doc. No. 282;
Page No. 08;
Book No. 19;
Series of 2021

(SIGNED)

ATTY. DARWIN B. SANTOS
Notary Public for Makati City
Until December 31, 2025
Appointment No. M-015(2024-2025)
Roll of Attorney No. 57952
IBP No. 830740-Lifetime Member
PTR No. 10467925/Jan. 01, 2025/Makati City
MCLE Compliance VIII No. 0022365/April 14, 2028
U-1-A 8051 San Nicolas St. Guadalupe Nuevo, Makati City