

770 Pedro Gil Street, Malate 1004
Metro Manila, Philippines
Call (632) 8521-1888



C.M. Delos Reyes Avenue (formerly Amadeo Road)
Brgy. Kaybagal North, Tagaytay City Philippines
Call (046) 483-8888

HOTEL KIMBERLY CLIENT CONTRACT

Issued Date: September 16, 2028

NAME OF CLIENT
DEVELOPMENT BANK OF THE
PHILIPPINES

DATE OF FUNCTION
October 16-17, 2025

TYPE OF FUNCTION
Live-In Package

ORGANIZER
MR. EJ ESTRADA
ICT Support Department

ADDRESS
Sen. Gil J. Puyat Ave. Cor. Makati
Ave. Makati City 1200

CONTACT #
0920 627 1959
023 8818 9511 loc. 2254
0946 111 8359
ictsd@dbp.ph

MS. NOEMIE SANDOY

HOTEL KIMBERLY TAGAYTAY
Sr. Sales Account Manager
FRIAR ROGER FUENTES

GUARANTEED # of PAX
29

FUNCTION ROOM
Hidalgo

Thank you for considering Hotel Kimberly Tagaytay as official Hotel of **2025 ICTS PLANNING** on **October 16-17, 2025**. Further to our discussion, the hotel is very pleased to submit the following information for your confirmation. The details are as follows:

LIVE-IN PACKAGE:

(Rooms, Meals and Venue included)

(Rates applicable for a minimum of 20 persons & above)

PHP 1,724.00 nett/person/day

Inclusions:

- Room Accommodation
 - 1 Single Occupancy
 - 2 Twin Sharing
 - 6 Quad Sharing
- Meal Schedule
 - October 16, 2025: AM Snack, Lunch, PM Snack and Dinner
 - October 17, 2025: Breakfast, AM Snack and Lunch
- Use of function room for nine (9) hours
- Free use of LCD projector
- Flowing Coffee or tea
- Free Wi-Fi Access
- Free use of hotel facilities such as swimming pool, game room equipped with table tennis, darts, billiards table, air hockey and bar. Gym & Fitness equipment
- Rooms are **Run of the House (ROH)**.

Above rates are not applicable during Hotel Peak Periods & declared holidays

Managed Buffet Meals minimum of 20 persons & above

Plated Meals for 12-19 persons

Standard Check-in time is at 2:00pm / Check-out is at 12:00nn

Per Meal Basis:

Breakfast

AM or PM Snacks (with coffee or tea)

Lunch or Dinner (with one round of iced tea)

Php 850.00 nett/person

Php 350.00 nett/person

Php 900.00 nett/person

MEAL SCHEDULE:

October 16, 2025
9am-8pm

10:00am
12:00nn
04:00pm
06:30pm

AM Snack
Lunch
PM Snack
Dinner

29 pax
29 pax
29 pax
29 pax

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October 17, 2025 9am-1pm	06:00am-09:00am	Breakfast	29 pax
	10:00am	AM Snack	29 pax
	12:00nn	Lunch	29 pax

COST BREAKDOWN:

Live In Package

October 16-17, 2025 ₱ 1,724.00 net/pax/day x 29 pax x 2 day/s = ₱ 99,992.00

TOTAL ESTIMATED COST: ₱ 99,992.00

The Hotel shall provide the following, Free of Charge:

- | | | |
|------------------------|-------------------------|------------------------------|
| -Pads & Pens | -whiteboard with marker | -2 wireless mic |
| -Flipchart with marker | -iced water & mints | -Basic Lights & Sound system |

OTHER CONDITIONS

Rooms

1. Please note that we shall strictly impose the hotel policy on check-in and check-out
2. Registration will be at the front desk
3. Please be advised that check-out time is 12:00 noon and check-in is 2:00 PM. An extension on the use of the room/s is subject to space availability and is subject to one night charge unless otherwise prior arrangement/s had been made.

Meal Banquet

1. Reduction in the guaranteed minimum within 7 days prior to arrival date will no longer be accepted.
2. All beverages ordered except for the one round of drink included in the meals shall be charged on a cash and carry basis.
3. We shall provide your scheduled meals as per the guaranteed minimum stipulated in each function with a 10% allowance for the increase in attendance. In excess of the guaranteed minimum, additional persons shall be charged the same rate as quoted.
4. Should there be any last minute changes or if the actual attendance exceeds the 10% allowance this shall be subject to our chef's discretion, meal preparation, pricing and availability of operating equipment.
5. The hotel shall not be held responsible for the delay in food replenishment should the actual attendance exceed the 10% allowance for the spillover stated above.
6. In the event that fewer people attend the function, the guaranteed minimum shall be charged.
7. In case of cancellation of any scheduled function, the hotel will post charges equivalent to the guaranteed minimum of the pertinent organized function.
8. Guests are strictly prohibited to take out left over foods from the buffet station.

INGRESS/EGRESS ARRANGEMENTS

- Ingress will be scheduled before the event but subject to space availability.
- Egress will be immediately after the event
- Ingress and Egress dates will not include use of air-condition.

DAMAGE BOND

The Hotel will require a Damage Bond in the amount of **PHP 9,000** to be collected 3 days prior to ingress day. Said amount is refundable 7 days after the event provided that no damage was done at the exhibit venues. Hotel House Rules and Guidelines shall be provided to the ORGANIZER or CONTRACTOR

PRODUCT DISPLAY AND SECURITY

Hotel Kimberly, Inc. shall only provide a 24 hour roving Security Services for its guests. However, it will be the discretion of the ORGANIZER or CONTRACTOR to provide a 24 hour stationed security during ingress, show days and egress days to closely monitor the items of the exhibitors. For additional request the Hotel will charge accordingly.

SELLING OF EXHIBIT ITEMS

The Hotel prohibits selling of food and drink which will compete with the Hotel's Food & Beverage items inside the Hotel premises.

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Exhibit Booth Rates:

Non selling booth : P1,500.00 net/day
Selling booth: P2,500.00 net/day
Raw space: P180.00 net/square meter

SET-UP POLICIES

The clients/exhibitors are requested to adhere the following regulations and stipulations:

- Posters, signage (if any) are to be incorporated into the Hotel's existing signboard or lobby postings and subject to the Hotel's approval.
- Location of the ORGANIZER or CONTRACTOR signages must be confined within the exhibit area or function room premises.
- For exhibitions, dimensional drawings/ floor plans showing layout of booths must be submitted to the Hotel before ingress day or must be advised to the sales person during the negotiation.
- No nails, staples or screws shall be driven or holes drilled in the walls, doors, pillars, or other parts of the structure of the premises.
- Sticking of materials with masking tape/ double sided tape, staples etc. to any surfaces of the function rooms to be used by the ORGANIZER or CONTRACTOR are strictly prohibited.
- Moving of heavy equipment in the function rooms without proper protection is not permitted.
- Obstruction and Locking of the Fire exit is strictly not permitted.
- Tampering or removal of the Hotel's electrical and power installation are not permitted.
- Painting and major carpentry inside the exhibit area or function rooms are not allowed.
- Dumping of unused construction materials or exhibit equipments at the Hotel's back areas are strictly prohibited.

BILLING ARRANGEMENTS

Send bill arrangement. Total contract amount must be settled 30 days upon receiving SOA. The client must provide a copy of Certificate of Availability of Funds (CAF), or Purchase Order, Notice of Award, & Notice to proceed upon confirmation. Incidental charges must be paid upon check-out.

Other incidental charges shall be settled right after the function.

Payment may be settled thru bank deposit or telegraphic transfer to our bank account. Pls. see the details below:

Bank Account Name : Hotel Kimberly, Inc.
Bank Account Number : 1803-0469-01
Bank Name : BPI
Branch : BPI Ayala Serin

Bank Account Name : Hotel Kimberly, Inc.
Bank Account Number : 00 3402 1030 77
Bank Name : LANDBANK OF THE PHILIPPINES
Branch : Malate

Note: Please email the deposit slip to friar.fuentes@hotelkimberly.com and accounts@hotelkimberly.com.

1. The guaranteed number of reservations made shall be charged accordingly whether the said party attained the said number of reservation or not. In excess, of the guaranteed number of reservations, same rate shall be applied.
2. In case of no show, guaranteed room nights shall be charged to the contracting party
3. Incidental charges such as telephone bills, laundry, room service, corkage fee, minibus consumption etc. that are not included in the contract/ package shall be for the personal account of the guest to be incorporated in their individual guest folios to be settled upon check-out.
4. Rooming list must be properly coordinated by the contracting party two weeks before the function date or else the hotel will not be held responsible should problems or complain arises.
5. Losses or damages of hotel property done by the contracting party shall be charged accordingly to the contracting party.
6. The hotel requires that a waiver be signed between the contracting party and the hotel concerning PACKED MEALS
7. CHOSEN MENU must be provided two (2) weeks prior to actual date of the function; otherwise meals to be served shall be on chef's discretion

8. Last minute requirements shall not be entertained or shall be charged accordingly.
9. For proper coordination or to avoid confusions, only the official coordinator of the contracting party represented by **MR. EJ ESTRADA & MS. NOEMIE SANDOY** shall be entertained by the Sales & Marketing Department with regards to instructions and requirements. No other personnel from the side of the contracting party can transact except the stipulated personnel
10. Corkage fee :

Any local beer	1:1 maximum of 4 cases
Liquor/Spirits (Hard Drinks)	Php 1500.00 nett / bottle (750 ml) or Php 2.00 per ml
Red and White Wine	Php 750.00 nett / bottle (750 ml) or Php 1.00 per ml
Lechon	Php 3500.00
Mobile Bar Corkage	Php 3000.00

11. Late check-out beyond 12 noon is subject to additional rate which is equivalent to a day use rate.

Prepared by:

Noted by:

Reviewed by:

signed

FRIAR ROGER FUENTES
Sr. Sales Account Manager

signed

PAULA GRACE CRUZ
Corporate Sales & Marketing
Manager

GRACE LYN DAILO
Corporate Finance Manager

POSTPONEMENT AND CANCELLATION

- 1.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales Department in writing at least SEVEN (07) days in advance. Postponement will be subject to the availability of the function room and guest room on the alternative date. Should the CLIENT opt to cancel, par. 1.4 shall apply depending on the date of notice of cancellation was made.
- 1.2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 1.4 shall apply.
- 1.3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- 1.4. Rooms: The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE/CONFIRMED rooms & function room booking with signed contracts:

Definite bookings cancelled
7 days prior to arrival date

100 % of the guaranteed deposit
will be forfeited

NO SHOW on agreed arrival date shall be charged in full equivalent to the total number of room nights guarantee in favor of the Hotel.

Force Majeure: The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings

GENERAL CONDITIONS OF THE HOTEL

1. The CLIENT agrees to pay for number of covers, drinks, incidentals and other charges as stated on the reverse side hereof. CLIENT agrees that the number of persons (PAX) shall be determined exclusively by the representative of the HOTEL and shall be the basis for final billing.

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2. The CLIENT also agrees to pay the guaranteed number of guests as indicated at the back of this contract or the actual number of guests whichever is higher. The HOTEL will set up facilities for the CLIENTS guaranteed number of guests.
3. The CLIENTS shall advise the hotel in writing of the guaranteed number of guests at leasts seventy two (72) hours before the date and time on the reverse side hereof. In case, no such notice is received by the HOTEL it shall be understood and agreed that the guaranteed number of guests shall be that already indicated in this contract.
4. For confirmation of the function, the CLIENTS agree to pay 50% of the estimated revenue upon signing of the sales contract. With the exemption, of those with credit line, 7 days prior to the function. In case of cancellation by the CLIENT, surcharge of (50%) on the total deposit is forfeited. Cancellation five (5) days before the function total deposit is forfeited in favor of the hotel.
5. The hotel reserves the right to assign an alternate room/venue should the contracted room/venue become unavailable for any reason whatsoever.
6. In case of suit against the CLIENT by the HOTEL for the collection of unpaid accounts, attorney's fees, litigation cost and other expenses shall be charged to the CLIENT.
7. The court of the City of Manila and _____ shall have exclusive venue to try and dispute of difference or legal action, which may arise between the parties under this contract. Form of payment: Payment maybe in cash, manager's or cashier's check. Personal checks are not acceptable.
8. The CLIENT hereby authorizes the HOTEL to check his/her credit references

IN WITNESS WHEREOF, the parties have hereunto set their signature at the City of Manila, Philippines
this _____ day _____ 2025.

Client:

Hotel:

signed

MR. JOSE M. DE VERA
Vice President/Chief Information Officer

signed

MS. PAULA GRACE CRUZ
Corporate Sales & Marketing
Manager
Hotel Kimberly