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THE MANILA HOTEL

November 14, 2025

MR. MICHAEL O. DE JESUS

President and Chief Executive Officer

DEVELOPMENT BANK OF THE PHILIPPINES

DBP Head Office, Sen. Gil Puyat Ave cor. Makati Ave., Makati City

Contact Number: (02) 8818-95-11

Email Address: info@dbp.ph

RE: CONTRACT

**Lease of Venue with Food Catering Services for the Conduct of DBP Media Night
November 27, 2025/ Thursday**

Dear Mr. De Jesus,

Mabuhay! Thank you for choosing Manila Hotel as the venue for **Lease of Venue with Food Catering Services for the Conduct of DBP Media Night** scheduled on November 27, 2025. We are delighted to propose the following details for your confirmation.

EVENT SPACE REQUIREMENTS:

The Hotel shall reserve the following function space upon receipt of your confirmation.

Date/ Day	Time	Activity	Venue/ setup	# of Pax	Rate	Total
27 November 2025 Thursday	6:00pm – 11:00pm	Dinner Buffet with drinks	Roma Salon (Rounds)	60 pax	Php 4,210.00 net/person	PHP 252,600.00 NET

NOTE: Any decrease in the number of guests will result to the increase of the menu rate per head to meet the minimum revenue requirement of the function room and to meet the total contracted price. The Hotel will provide 10% or up to 10 covers (whichever is lower) as buffer or allowance based on the guaranteed number of persons for any overflow. Once consumed, it will be charges as part of additional charges.

Our Dinner Package is inclusive of the following:

- Five (5) hours use of function room
- Rostrum / Podium
- Stage (8 x 12 x 1.5ft platform)
- Dancefloor
- Red carpet
- Basic Sound System (two wired microphones, player, speakers)
- Projector with 5 x 7 ft wide screen
- Basic set-up of chairs and table (Round Tables of 10s set-up)
- Basic flower centerpieces for each table for round table arrangement
- Namecards/Placecards for VIP Tables
- Registration Tables in the entrance
- Door signage
- Wi-Fi connection (up to 10 mbps shared with other hotel guests)

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Terms and Conditions:

1. Proposal includes cost based on guaranteed minimum consumable food and beverage requirement.
2. Actual head count for the food catering shall be subject to change provided that it is not less than the consumable food and beverage requirement and is within the approved budget for the contract.
3. Notice on the number of pax shall be sent atleast a day before the event.
4. Payment shall be processed upon satisfactory completion of services and submission of complete documents.
5. In case of cancellation of event due to force majeure (i.e. typhoon, earthquake, flooding), DBP will be allowed to move the event without cancellation or penalty fee provided that it informed the hotel a day before or by 8:00 AM of the day of the event.
6. The Manila Hotel is responsible for the quality and safety of the venue and the food to be served, including but not limited to precautions on food poisoning.

FOOD:

Our Set Menu starts at Php 2,700 net/pax and our Buffet Menu starts at Php 2,800 net/pax. The Hotel may tailor make menus if you need specific dietary requirements or have special requests; price adjustment might be applied. Dinner buffet for 60 persons with at least the following menu options:

1. One (1) soup dish
2. Four (4) small appetizers dishes
3. Five (5) salad dishes
4. Seven (7) hot dishes including rice
5. One (1) dish in the carving station
6. Eight (8) dessert dishes
7. Iced tea/ juices/ soft drinks for 60 pax
8. Inclusion of coffee or tea
9. overflowing purified drinking water

Additional food and beverages will be on a per order basis.

BEVERAGE:

Standard Drinks (iced tea, chilled juices, soft drinks or local beer) price is at **Php 150 nett per glass**. Open bar packages are available upon request.

FUNCTION ROOM:

1. The maximum capacity of Roma Salon is 80 persons base on round table set-up.
2. Standard ingress is 3 hours before the event. For early ingress, applicable minimum rental charges may apply. Subject to availability.
3. Should you need to extend number of hours for your event, corresponding charges of **Php 20,000 net/hour** may apply per hour, subject to availability. A fraction of an hour is considered one hour.
4. Provision of ingress period of three (3) hours and egress period of one (1) hour
5. Lease of venue for five (5) hours, from 6:00 PM to 11:00 PM, which can comfortably accommodate the indicated number of attendees.
6. Provision of food and related services such as available servers and waiters, on the agreed date of the Media Night.
7. Setup and readiness of venue at least two (2) hours before the start of the event.
8. Smooth execution of food service and technical support during the event.
9. Option to avail of thirty (30) parking spaces subject to applicable fees.

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ADDITIONAL CHARGES:

Additional charges on extra person, additional food and beverage requirements, parking allocation and other necessary fees will be included in the send bill arrangement, which is to be confirmed by the Engager.

CORKAGE:

Charges may be applied for bringing in of the following:

a) Lechon Baboy	Php 5,000net/pc
b) Lechon Baka	Php 10,000net/pc
c) 750ml bottle of Wine	Php 1,800 net per bottle
d) 750ml bottle of Spirits	Php 2,500 net per bottle
e) 750ml bottle of Champagne	Php 2,500 net per bottle
f) Mobile Bar	Php 150 net per pax (based on guaranteed number of pax)
g) Exhibitor's Booth	Php 2,500 net per slot per day
h) Food Cart	Php 10,000 net per cart
i) Cleaning fee	Php 2,500 net
j) Grazing Table	Php 20,000 net (minimum rate)
k) Parking Spaces	Php 2,500 net per slot

BILLING/CONFIRMATION ARRANGEMENTS:

1. For Send Bill Arrangement, the Hotel requires the Signed Contract, Certificate of Availability of Funds, Notice of Award, Notice to Proceed and Letter of Authorization of Authorized Signatory (or any document of its equivalent) on or before **November 20, 2025**.
2. Full payment is required at least **21 working days** upon receipt of the final Billing Invoice.
3. Incidental charges to be included in the final Billing Invoice, for send bill arrangement.

For any bank payment, please remit to:

Bank name: PHILTRUST BANK
Branch: Head Office
Branch address: United Nations Avenue, Manila
Account name: Manila Hotel Corporation
Account number: 00320-015059-5 (PESO)
0034-0000-887-4 (DOLLAR)
Swift code: PHTBPHMM

Other banks:

Bank name: BANCO DE ORO
Account name: Manila Hotel Corporation
Account number: Savings Account #001390148600

Bank name: BANK OF THE PHILIPPINE ISLANDS
Account name: Manila Hotel Corporation
Account number: Savings Account #008103-1474-85

Cheque Payee to: MANILA HOTEL CORPORATION

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OPTION DATE:

1. If we do not receive your confirmation and/or confirmation deposit on or before the agreed date, the Hotel reserves the right to automatically release the space/booking to give way to other interested group.

TERMS AND CONDITIONS:

By signing and returning this proposal on or before **November 20, 2025**, this agreement will constitute a binding contract between **THE MANILA HOTEL** and **DEVELOPMENT BANK OF THE PHILIPPINES**. The individuals whose signatures are affixed below, is hereby authorized to bind his or her party to this agreement. In the event that a fully signed copy of this agreement is not received by the Hotel on the specified date above, all function spaces referred herein will be released automatically without further notice, and neither party will have any obligation under this agreement.

ENTRANCE AND EXIT DOORS:

All Entrance and Exit Doors of the function rooms should not, at any point, be covered/obstructed by the lay-out, set up, equipment and/or any materials/props of the organizer for safety and security reasons.

The Hotel has the right to take-out and break down anything that will obstruct the free passage of guests in case of emergency.

MEALS FROM OUTSIDE THE HOTEL

To maintain the highest quality standard of hygiene and sanitation of the Hotel, as well as for the safety and well-being of all guests, event attendees, contractors and suppliers of the event organizers, it is prohibited to bring in any food and beverage and all other consumable items, apart from those provided by the Hotel.

PARKING:

The Hotel can provide (6) Complimentary car passes, on first come first serve basis and (10) Flat Rate Tickets at Php 150 net for the whole duration.

SECURITY:

The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. Full inspection for all guests will be strictly implemented from vehicle to our security scanner upon lobby entrance. We encourage all guests to secure their belongings within the vicinity. The Hotel, shall in no instance, be held liable for any loss or damage of such items or personal belongings.

FORCE MAJEURE:

Manila Hotel is not liable or responsible for any failure to perform, or delay in performance of any of the Hotel's obligation under this Agreement that is caused by events beyond Hotel's reasonable control ("Force Majeure Event") in particular (without limitation) such as:

- (a) Unavailability of public or private telecommunication networks
- (b) Acts, decrees, legislation, regulations of restrictions of any government or
- (c) Strikes, lock-outs or other industrial action, civil commotion, riot, invasion, terrorist attacks or threats of terrorists, war (whether declared or not) or any natural disaster.

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Manila Hotel's performance under this Agreement is deemed to be suspended for the period that Force Majeure Event continues, and the Hotel will have an extension of time for performance for the duration of that period.

CANCELLATION CLAUSE:

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

POSTPONEMENT CLAUSE:

If notice of postponement is made less than five (5) months prior to the function, the same result to forfeiture of the amount deposit to the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

We hope that our proposal merits approval. Should you have further queries, please do not hesitate to call the undersigned at 527-0011 local 1276.

We look forward to being of service to you and your distinguished guests and making your function a success.

FOR AND ON BEHALF OF
THE MANILA HOTEL

(SIGNED)

KIMBERLEY TONEL
Events Manager

CONFORME:
DEVELOPMENT BANK OF THE PHILIPPINES

(SIGNED)

MR. MICHAEL O. DE JESUS
President and Chief Executive Officer