

Dec. 22, 2025

SVP Romeo B. Carandang
 Head, Human Resource Management Group
DBP Head Office
 6th Floor, DBP Head Office, Sen Gil Puyat Ave.,
 Corner Makati Ave.
 Makati Ave. Makati City
 Contact No. 0917 100040
 Email: ldd-spcdu@dbp.ph

SUBJECT:

CONTRACT
 CREDIT TRANSFORMATION WORKSHOP
 JAN. 8-9, 2026

Dear Mr. Carandang,

Thank you for choosing St Giles Hotel Makati as the official event venue of your guests. With reference to this, please find herewith the final arrangements we have discussed and agreed upon:

I. ROOM ACCOMMODATION

A. ROOM RATES (Per Room Per Night)

ROOM CATEGORY	ROOM & BREAKFAST
Superior Twin Room (2 Beds)	Php 2,200.00nett/ room/ night

All rates are inclusive of government tax and service charge.

B. ROOM COURTESIES

- Buffet Breakfast at the 2nd Floor, Bayleaf Restaurant
- Air-conditioned rooms, TV with remote control, clothes hanger, hair dryer, hot and cold bath & toilet, towels, toiletries and room slippers
- Water Station available at the hallway per floor
- Complimentary access to hotel amenities such as swimming pool and gym located at the 35th Level of the hotel from 7:00am-7:00pm
- In-room coffee and tea making facilities
- In-room safety deposit box
- WIFI Access
- Complimentary parking (first come, first served basis)



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II. FUNCTION ROOM

DATE/ DAY	TIME AND ACTIVITY	VENUE AND SET-UP	MEAL REQUIREMENT/ PERSON/DAY	MEAL RATE PER PERSON PER DAY	NO. OF PERSONS
JANUARY 8-9, 2026/ THURSDAY-FRIDAY	8:30AM-6:00PM	Kalayaan 2, Level 6/ Classroom Set-Up	AM SNACKS, MANAGED BUFFET LUNCH & PM SNACKS	PHP1,700.00 NETT/ PERSON/DAY	50

- The Hotel will not allow the cancellations or decrease on the no. of guaranteed pax once this agreement has been signed.
- The Hotel reserves the right to select another appropriate function space should there be changes on the date of the event or an increase or decrease in the minimum number of attendees, or for any other reasons that the Hotel is obliged to select another appropriate function space.
- All food and beverage shall be purchased exclusively at the hotel. The **CLIENT** cannot bring food and beverage unless with prior consent to the hotel management prior to the event. Applicable corkage fees shall be collected on items brought in.
- **BROWN BAGGING** for buffet/set leftovers may be taken out of the designated function room provided a waiver is signed. A flat fee of Php 1,000.00 will be charged to cover for the expense of packing the items. Exceptions to take out are soups, food items with milk and egg, and beverages.

COURTESIES

- Complimentary use of the function room
- One round of chilled juice or iced tea per meal
- Basic Lights and Sound System with microphones
- Conference pads, pencils, flipcharts with easel stands, papers and markers
- With free-flowing coffee with brown sugar and milk or creamer; and purified drinking water; available from 8:30AM – 6:00PM
- WiFi Access
- LCD Projector and Screen

III. COST ESTIMATE/ BREAKDOWN:

B. ROOM ACCOMMODATION CHARGES:

Check-in Date	Check-out Date	ROOM CATEGORY	ROOM RATE	NO. OF ROOMS	NO. OF NIGHTS	TOTAL
JANUARY 7, 2026	JANUARY 10, 2026	Superior Twin	Php 2,200	16	3	Php 105,600.00
TOTAL ROOM CHARGES						Php 105,600.00

DATE/DAY	MEAL REQUIREMENTS	Meal Rate per Person	No. of Persons	Total
JANUARY 8-9, 2026/ THURSDAY-FRIDAY	AM SNACKS, MANAGED BUFFET LUNCH & PM SNACKS	Php1,700.00	50	Php170,000.00
Total Meal Estimate				Php 170,000.00
Total Room Estimate				Php105,600.00
Grand Total				Php275,600.00



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IV. PAYMENT AND BILLING ARRANGEMENTS ON BANQUET CHARGES

- **Signed contract, NOA, NTP & CAF are required for send bill arrangement.**
- **Other incidentals, will be settled right after the event under personal account unless signed by the authorized signatory**

1. **Reservations**

- Rates are applicable for bookings made directly with the hotel and to be accompanied with flight arrival details
- For bookings under company account, advance reservation is required and should be covered with a letter of authorization with liability clause, subject to credit being established and approved with the hotel.
- Group booking is considered tentative, subject to a minimum of 14 days release or as advice otherwise by the hotel. Rooming list shall be sent to the hotel on or before the release period as agreed and specified within this contract. Allocated space will be automatically released if no details are received by the release date. Any reservations received after this date will be subjected to availability and at peak season, separate rates may apply.

2. **Cancellations after Release/Wash Down**

Amendments/adjustments/wash down must be made in writing and must be acknowledged by the Hotel.

All reported bookings received by and after the cut-off period will be treated as guaranteed reservations and will be subjected to cancellation charges as follows:

FIT Bookings (less than 10 rooms):

- Within the release period – One night's charge for normal season.
- No show – Full length of stay to a maximum of 03 nights charge.

3. **Check-In, Check -Out and Matter of Usage**

Check-in time will be at 3:00 p.m. and check-out time is at 12.00 noon the following day. Request/s for earlier check-in and/or late check-out beyond 6:00pm, this shall depend on room availability and a surcharge of 50% will apply on the contracted rate. A full night's charge will apply for check-out beyond 6.00pm. Both of these facilities must be pre-arranged and are subject to availability. Rooms shall only be used for accommodation only.

4. **Credit/Payment Terms**

A 30 days credit term may be established with St. Giles Hotel, Makati through the official application, the approval of which will be entirely at the hotel's discretion. The hotel reserves the right to reject or withdraw such credit as it deemed necessary in the event of payment default through failure to settle payment within 30 days from the date of billing.

Late payment interest on the outstanding sum shall be payable by the Contracting Party / Company to St. Giles Hotel, Makati in the event payment is not settled within the credit period of 30 days. The interest percentage or a fixed amount will be determined by the sole discretion of the hotel management.

Alternatively immediate credit may be granted through a floating deposit or Banker's Guarantee (to be renewed annually) up to an amount equal to the value of anticipated room night production over 30 days.

5. **Hotel Product Description**

Exact hotel description terminology (as indicated in this contract) must be used in all communications with consumers or any other third parties. This refers to vacation brochures, promotional collaterals and consumer confirmation documents.



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6. **Tax, Service Charges and Commissions**

All rates quoted are in Philippine Peso Rates quoted are inclusive of prevailing service charge, VAT, government tax and non-commissionable.

7. **Non-Assignment of Contract**

St. Giles Hotel, Makati and its owner shall be entitled to assign any of their rights, interest and benefits under the agreement arising from your acceptance of this offer without your prior consent but you may not assign any of its rights, interest or benefits under the said agreement. The said agreement shall be binding upon the assigns and successors-in-title of St Giles Hotel, Makati and the successors-in-title, heirs and executors of the Contract Party.

8. **Contract of Determination**

In the event of any dispute, irrespective of other contracts in enforce, only the terms and conditions contained herein shall apply.

9. **Law and Jurisdiction**

The Agreement arising from your acceptance of this offer shall be governed by and construed in all respects in accordance with the laws of Philippines and your company. We shall submit to the jurisdiction of the Courts of Philippines in all matters arising out of or in connection with the said agreement.

10. **Severability**

If any of the provisions of this Agreement arising from your acceptance of this offer shall become illegal, invalid or unenforceable and provided that such illegal, invalid or unenforceable provision shall not nullify the underlying intent of the parties hereto, such provision shall be severed from the other provisions of the said agreement and shall not affect the validity or enforceability of the other provisions of the said agreement which shall remain in full force and effect.

11. **Conclusive Evidence**

The certificate of St. Giles Hotel, Makati's accountant or such other agent appointed by the hotel shall be conclusive and binding upon the parties hereto as to the correctness and amount of any payments required to be paid by the Contract Party and/or guests/users of the rooms or hotel facilities under or pursuant to the provisions of this offer.

12. **Force Majeure**

The Hotel shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, natural disasters or other causes beyond the control of the management. In turn, the Hotel shall not charge the guest/client cancellation charges in cases of force majeure.

13. **Bribery And Corruption**

The CONCESSIONAIRE hereby covenants, agrees and undertakes not to do anything which would be considered as an offense of giving or receiving or abetting the giving and/or receiving of 'gratification' which in practice means offering, giving, receiving or soliciting something of value in an attempt to illicitly influence the decisions or actions of an employee and/or a person who is in a position of trust within the Company. In the event of breach of this clause, the HOTEL is entitled to immediately terminate the contract.

14. **Entire Agreement**

The contract party shall ensure that the Contract Party and all guests and users of the rooms and/or the hotel facilities pursuant to this contract shall at all times comply with and observe all statutes, ordinances, subsidiary legislation, bye-laws, proclamations, orders, regulations present and future affecting or relating to the use of the rooms and/or hotel premises/facilities and will all requirements which may be made or notices or orders which may be given by any government, health, licensing, civic or any other authority having jurisdiction or authority over or in respect of the hotel or the user hereof and the Contract Party shall indemnify and keep indemnified the hotel and its management and owner against all actions, proceedings, claims, damages, losses, costs and expenses (including solicitor and client basis) however arising from or in respect of all such matters.



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The Contract Party shall not do or caused to be done and shall ensure that all guests and users of the rooms and/or hotel facilities pursuant to this contract shall not do or permit to be done any act or omission which will infringe the trade name, trade mark, design, copy right and/or any other intellectual property rights of the hotel and/or the hotel's management and/or owner and/or any third parties and the Contract Party shall indemnify and keep indemnified the hotel and its management and owner against all actions, proceedings, claims, damages, losses, costs and expenses (including solicitors cost on a solicitor and client base) howsoever arising from any such infringement.

This Agreement embodies all terms and conditions agreed upon between the parties hereto as to the subject matter of this Agreement and supersedes and cancels in all respects all previous representations, warranties, agreements and undertakings, if any, made between the parties hereto with respect to the subject matter herein whether such be written or oral. No amendment or other variations of this Agreement will be binding unless the same is duly affected by an instrument in writing signed by the parties hereto and expressed to be for the purposes of such amendment.

Important Notice: In order for the bookings related to this Contract, either by attachment or listed herein to be considered, the signed acknowledgement of the Contract must be received by the sending office no later than 1 day hereafter. This contract consists of (05) pages. Please address correspondences relating to the contract to:

St Giles Hotel Makati
Makati • Philippines

In the presence of:

Signature (SIGNED)
Name : Arleen de Guzman
Title : Senior Sales Manager
Date : December 22, 2025

(SIGNED)
Name : Ryanette Robles
Title : Director of Sales & Marketing
Date : December 22, 2025

Authorized Signatory / Company Stamp
DBP Head Office

ACKNOWLEDGEMENT

Signature (SIGNED)
Name :
Title : Head, Human Resource
Management Group
Date :

REPUBLIC OF THE PHILIPPINES)

MAKATI CITY

ISS

AS ME personally appeared

DEC 23 2025

IDENTIFICATION NUMBER DATE/PLACE ISS: c5

(SIGNED)

ANGELA MAE C. ALAZAR

Signed in the presence of:

DEC 23 2025

IN WITNESS WHEREOF, I have hereunto set my hand this

day of 20/ at

MAKATI CITY, Philippines.

(SIGNED)

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Series of 2025
NOTARY PUBLIC

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. 010313-Lifetime Member-December 29, 2011

PTR No. 10467089/Jan. 02, 2025/Makati City

MCLE Compliance Vlll No. 002365/April 14, 2028

U-1-A 8051 San Nicolas St. Guadalupe Nuevo, Makati City

Makati Avenue corner Kalayaan Avenue, Makati City, Metro Manila, Philippines, 1210

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