

CONTRACT

February 12, 2026

VP HEIDI G. MACASAET

Officer-in-Charge, Human Resource Management Group

DEVELOPMENT BANK OF THE PHILIPPINES

6F DBP Head Office, Sen. Gil. J Puyat avenue

Corner Makati Avenue, Makati City

T: (02) 88189511 loc 6628/ 6629/ 6630

E: Idd-tu@dbp.ph

Dear **VP Macasaet**,

Thank you for choosing City Garden Hotel Makati as venue for your room accommodation.

Please find attached your rates as well as a list of benefits for your upcoming requirements.

ROOM ACCOMMODATION

ROOM DETAILS	BOOKING DATE	NUMBER OF ROOMS	ROOM NIGHTS	ROOM RATES	SUB-TOTAL
ROH Twin Sharing with Buffet Breakfast for 2	February 23-26, 2026	6	3	3,000.00	54,000.00
				TOTAL	PHP 54,000.00

Room Features

- Coffee and tea making facilities
- 32" LCD satellite television
- Highspeed WIFI internet connection
- Smart card room access
- Electronic personal safe

Complimentary Benefits and Privileges

- Internet access
- Unlimited local city call
- Bottled mineral water
- Use of Fitness Center and outdoor pool

TRANSPORTATION SERVICES:

The hotel provides transport services. For Airport Transfer, Please book your transportation requirement upon reservation or before check-out. We also accept out of town trips.

The Transportation Rates are as follows:

Note: Maximum number of persons will be subjected to the new DOT guidelines and may change without prior notice

Airport Transfer-in/out Car (maximum of 2 persons)	Php 1,300.00 net per way
Airport Transfer-in/out Minivan (maximum of 3 persons)	Php 1,600.00 net per way
Airport Transfer-in/out Van (maximum of 5 persons)	Php 2,000.00 net per way

PAYMENT TERMS:

Send Bill arrangement for Clients with approved Credit Line – It must be payable within the agreed payment terms, standard terms are fifteen (15) days after the receipt of the Statement of Account. Kindly provide Notice of Award and Certificate of availability of Fund

BANK DETAILS:

Bank Name	:	BANCO DE ORO, NEPTUNE – MAKATI AVENUE BRANCH
Account Name	:	URBANZO CORPORATION
Account Number	:	005388015304 (Philippine Pesos)
SWIFT Code	:	BNORPHMM

RESERVATIONS, CANCELLATIONS, MODIFICATIONS, NO-SHOWS:

- All reservations booked by the Company or Agency should be covered by a Booking Order or Letter of Guarantee with clear indication of payments and sent to the Hotel's Sales Office prior to the arrival of the guests, subject to availability and confirmation.

- Should the guest/s extend his stay beyond the original reservation / booking made, Company or Agency must send a Revised Booking Order indicating the new check-out date. Rooms will be subject to availability.

- The Company or Agency should direct all communication pertaining to room reservations and other arrangements to the Sales Department. Any revisions during weekends, Holidays and after office hours must be coordinated with the Hotel. All new bookings without a Booking Order shall be treated as Walk-in guests upon arrival.

- All occupants of the room should be booked by the Company or Agency. City Garden Hotel Makati shall impose the Hotel's extra person charge to the person who is not booked or pre-registered by the Company or Agency.

- The Company or Agency must clearly indicate if they shall cover all or part of their guest's incidental charges (such as restaurant meals, telephone, transportation, laundry, business center services, extra persons, extra beds, stay extensions, etc), and agree on the budget for each incidental charge with the Sales Department. Otherwise, room charges will be for the personal account of your individual guests.

- Individual Bookings: The Company or Agency must notify the Hotel of any cancellation or modification on their confirmed reservations. Cancellations for individual bookings made within three (3) days before the arrival date will be subject to a cancellation charge equivalent to 1 night. All No-Shows are subject to the cancellation charge as well. No charges will be made for any cancellation or modification for individual bookings made four (4) days prior to the arrival date.

- Group Bookings (10 or more rooms): First night's payment is required to block the rooms. If paying via check, the check must clear prior to blocking of rooms. In this regard, it is preferred that the Company or

Agency use the same Bank if paying via check for same-day clearing. Full payment must be made 7 days prior to check-in. The Company or Agency must notify the Hotel of any cancellation or modification on their confirmed reservations. Cancellation within 7 days or less prior to check-in will result in forfeiture of all payments made. All No-Shows are subject to the cancellation charge as well.

- Assignment of hotel rooms shall be at the discretion of the hotel. However, if requests for rooms are received with sufficient advance notice, all effort shall be made to honor such request. Timely submission of the Name List will help ensure the availability of the specified room requirement and reduce guest waiting time upon check-in.

- Non-guaranteed (eg, unpaid) bookings shall be placed on waitlist and will be subject to room availability upon check-in.
- Transportation bookings: all booked and paid transportation are subject to the following policies:
 - o Cancellation
 - Within 24 hours of the scheduled transportation: non-refundable and non-convertible
 - Less than 3 days but more than 24 hours prior to the trip: non-refundable but may be used for a future trip. Not convertible to rooms or other hotel services.



City Garden Hotel

MAKATI

- More than 3 days: refundable
- Modification
 - Within 24 hours of the scheduled transportation: subject to availability. If revised schedule cannot be accommodated, payment is non-refundable and non-convertible
 - More than 24 hours: can be modified without charge
- Should the transportation be booked with a third party service provider, cancellation and modification is subject to the third party service provider's own policies

OTHER TERMS AND CONDITIONS:

- The Hotel's Standard Check-in Time starts at 2:00pm on the day of the arrival. Check-out Time is at 12:00nn. Requests for early check-in and late check-out must be pre-arranged with the Sales Department shall be subject to room availability. No request for early check-in will be entertained unless such request is made not later than 24 hours before the proposed time of early check-in. The following charges on early check-in and late check-out shall apply:

Early Check-in:		
Before 12:00nn	-	Half-day Rate (based on Corporate Rates)
Late Check-out:		
From 2:00pm-6:00pm	-	Half-day Rate (based on Corporate Rates)
After 6:00pm	-	Full Rate (based on Corporate Rates)

- All information contained in this agreement is private and confidential and may not be disclosed or obligated to a Third Party for whatever reason or purpose. Disclosure, non-confidentiality, or improper implementation of this Contract shall give the Hotel the right to rescind all agreements. Should the contracted rates contained in this agreement be sold to clients and not through authorized companies, the contract herein will be declared null and void.
- Force Majeure Clause: the Hotel shall not be liable for failure to execute arrangement specified herein directly or indirectly occasioned by or in consequence of conditions beyond the control of City Garden Hotel Makati.

CONTACT US:

If you have other queries regarding our corporate agreement, please feel free to get in touch with us at your most convenient time at:

Sales Department Telephone Number : +63.2.8835.3522 (direct line)
Sales Department Fax number : +63.2.8835.3544
Sales Department Email Address : makatisales@citygardenhotels.com

Office hours are 8:00AM to 6:00PM Mondays to Fridays.

Mobile No. :

Should you find this agreement acceptable, Kindly sign on the space provided below and return to the undersigned.

We look forward to a mutually beneficial business relationship with your company and to be of service to you and your guests here at City Garden Hotel Makati.


City Garden Hotel

MAKATI

Yours Sincerely,

(SIGNED)

Ms. Glady T. Corpuz
Director of Sales
City Garden Hotel Makati

Confirmed and Accepted by:

(SIGNED)

OIC, Human Resource Management Group
Development Bank of the Philippines

Date:

Signed in the presence of:

(SIGNED)

ANGELINA MAR C. DELARMA

(SIGNED)

FRENCH K. MARO

FEB 12 2026

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20 ____ at
Makati City, Philippines.

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Book No. 17

Series of 2026.

(SIGNED)

ATTY. RYAN ANTHONY G. PEREÑA

NOTARY PUBLIC for MAKATI CITY

Commission No. M-012 until Dec. 31, 2027

Roll of Attorneys 77327

PTR No. 10764513; 01/02/2026; Makati City

IBP OR.No. 566188; 12/16/2025; Pasig City

MCLE Compliance No. VIII-0000389

8553 San Jose St., Guadalupe Nuevo, Makati City