

July 26, 2024

**Atty. Marius P. Corpus**  
**Chairperson**  
**Governance Commission for GOCCs (Governance Commission)**  
3/F Citibank Centre  
Paseo de Roxas Avenue  
Makati City



Dear Atty. Marius P. Corpus,

Thank you for choosing Discovery Primea for the **17TH MEETING OF THE OECD-ASIA NETWORK ON CORPORATE GOVERNANCE OF STATE-OWNED ENTERPRISES**. Please find below terms and conditions for the group:

**Accommodations Commitment**

Check-in Date	Check-out Date	Number of Rooms	Room Category	Number of Nights	Occupancy per Room	Your Special Rate
Dec 11, 2024	Dec 13, 2024	3	Business Flat	2	Single	PHP 8,000
		3	Business Flat	2	Triple	PHP 11,000
<b>TOTAL</b>						<b>PHP 114,000</b>

*\*\*Special discount room rates for foreign participants not exceeding 100.00 EUR per night shall be granted in accordance with the Request Quotation Form. For this purpose, PHP 300,000.00 shall serve as deposit from which accommodation rates difference can be charged, with excess to be returned or not charged to the Governance Commission.*

*\*\*Additional room requirement shall be subject to rate and space availability.*

**In-room Facilities and Amenities**

- Buffet Breakfast for two (2) at the Restaurant Tapenade
- Complimentary wired or wireless internet connection
- Complimentary use of the 37 Degrees Fitness Center with sauna and 20-meter lap pool
- Complimentary two (2) bottles of water to be replenished daily

**Reception**

To facilitate a smooth check-in, your guests will be pre-registered provided we have the complete rooming list on or before November 15, 2024. Our Guest Relations Officers will be on hand to ensure a smooth arrival and departure.

**Check-In and Check Out Time Policy**

Hotel check-in time is at 2:00PM. Guests arriving prior to 2:00PM will be accommodated as rooms become available. The hotel can store guests' luggage anytime while waiting for the check-in time.

Early check-in is subject to availability. Full one (1) night rate will be charged for check-in from 2:00AM to 7:00AM and half day rate charge for check-in from 7:01AM to 10:00AM.

Hotel check-out time is 12:00 noon. Arrangements may be made for late check-out and is subject to availability. A minimal fee is charged for this service depending on seasonality and occupancy levels on the date of check-out.

Late Check-Out / Late Departures up to 4:00PM are subject to availability with 50% charge from the daily rate. After 4:00PM, the full room rate will apply.

**Airport Transfer**

Should any guest avail of our Airport Transfers, please furnish us a copy of your travel details, 48 hours prior to the arrival of the group.

Rate	Inclusions
PHP 2,700 nett	One way transfer via Hotel Taxi Maximum of three (3) persons with three (3) pieces of luggage
PHP 3,500 nett	One way transfer via Van Maximum of five (5) persons with five (5) pieces of luggage

*\*\*Foregoing rates availed by any guest shall be chargeable to his/her own account and shall not be charged to the Governance Commission.*

*\*\*Rates are inclusive of service charge and local government tax and are subject to change without prior notice.*

All vehicles are equipped with High-Speed Wireless Internet Access.

Airport transfer engagements should be confirmed 24 hours prior to arrival. Any cancellation made within 24 hours before arrival will be charged.

**Banquet Requirements**

We are pleased to present the following special rates and inclusions for this event:

Event Date	Time	Function Room	Setup	Guaranteed Number of persons	Minimum Revenue Requirement
December 12, 2024	08:00-17:00	<p><b>Main Event Proper:</b> Cervantes and Shakespeare</p> <p><b>Banquet Hall:</b> Tapenade</p> <p><b>Holding Area:</b> TBD (Supplier to provide details)</p>	Hollow Square and Rounds	100-120 pax	<p><b>Whole Day Meetings Package</b> (AM Snacks + Buffet Lunch + PM Snacks+ Dinner)</p> <p>*Snacks served at the Function Room</p> <p>*Buffet lunch and dinner at Tapenade exclusive for the event</p> <p>**minimum guarantee of 100 pax</p>
December 13, 2024	08:00-15:00	<p><b>Main Event Proper:</b> Cervantes and Shakespeare</p> <p>Banquet Hall: Tapenade</p> <p>Holding Area: TBD (Supplier to provide details)</p>	Hollow Square and Rounds	100-120 pax	<p><b>Half Day Meetings Package</b> (AM Snacks + Buffet Lunch)</p> <p>*AM snacks served at the Function Room</p> <p>*Buffet lunch at Tapenade exclusive for the event</p> <p>**minimum guarantee of 100 pax</p>
<b>TOTAL</b>					<b>PHP 2,062,000</b>

**Please be advised that we have not blocked any function rooms for you at the moment. It is only upon receipt of the signed contract and payment, wherein a specific function room will be assigned for you accordingly (subject to availability).**

Please be advised that the minimum revenue requirement is consumable on food and beverage only. If the minimum revenue requirement is not reached, any difference in amount will be charged as room rental charge.

Set-up time shall be begin at 11:00 PM on December 11, 2024.

**Beverage Arrangements:**

Beverage may be charged to the individual guests.

**Meeting Package Inclusions**

- Registration table and chairs
- Continuous Freshly Brewed Coffee and Tea with Cocktail Table Setup
- Morning and Afternoon snacks which includes but not limited to pastries.
- Buffet lunch and dinner (international cuisine which accommodates the dietary restriction of different nationalities and religions, vegetarian options).
- One round of iced tea during lunch and dinner only
- Complimentary Wi-Fi Internet Connection
- Pads, pencils and mints
- Complimentary car passes for ten percent (10%) of the guaranteed number of guests, on a first come, first serve basis. Additional parking tickets shall be extended a special flat rate of P150.00 net per car, per day.
- Use of Projector and Screen
- At least 37 pieces of tables (6 feet in length)
- At least 150 pieces of chairs
- 1 Podium
- Basic Sound System and Speakers
- Use of power outlets and extension cords
- Assistance from hotel staff during ingress and egress

**Audio Visual Equipment**

- 2 units 65' TV Monitors
- 10 units Powered Monitors
- 44 Microphones
- Mixer
- Two (2) Wired Microphones\*
- LCD Projector\*
- Built-in Screen and/or a Portable Screen\*
- Sound system
- Extension Cord
- Audio Jacks

Should include ingress and egress requirements if applicable with the charges.

Should you need equipment not in our list, we will assist you in sourcing suppliers to meet your requirements. Rest assured that, whether using hotel owned or hired equipment, you will be

provided with the equipment that was agreed upon, set up and fully tested prior to the start of your function, with a trained technician on-hand to help you throughout your function.

**Guest Room Utilization and Attrition Policy:**

Definition: Percentage of attrition is the percentage of the number of room nights that can be cancelled by client with no penalty.

Any room nights cancelled beyond the percentage of attrition will be charged to client following the cancellation policy stated below:

From time of contract to 45 days prior to arrival	Any cancellation over 30% of total room nights will result in a repricing of the booking.	
	% of Attrition	Cancellation fee above attrition
31 to 45 days prior to arrival	30% of total room nights	100%
From 21 to 30 days prior to arrival	20% of total room nights	
From 11 to 20 days prior to arrival	10% of total room nights	
From 2 to 10 days prior to arrival	5% of total room nights	
1 day prior to arrival	No attrition allowed	

**TOTAL CANCELLATION POLICY**

As it will be difficult to ascertain the full extent of the potential revenue loss for the Hotel in the event that this room reservation totally cancels after the contract has been signed, the following cancellation policy will apply accordingly:

120 to 150 days prior to arrival	100% of total room nights
90 to 119 days prior to arrival	
60 to 89 days prior to arrival	
1 to 59 days prior to arrival	
1 day prior to arrival	
Day of arrival	
No show	

Any cancellation fee will automatically be charged to the credit card details provided for confirmation, or deducted from the reservation deposit or charge to the company.

**Cancellation Policy: Function Rooms**

All initial deposits are non-refundable and non-transferable. Should the event be cancelled after the contract has been signed, the following charges apply:

If cancelled 30 days or less before the function date:

100% of banquet charges

**Attrition Policy**

Accommodation and event charges are based on delegate numbers advised at time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking your quotation may change accordingly.

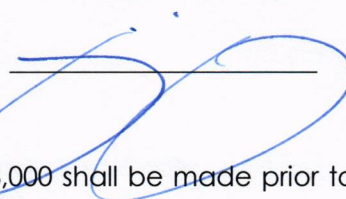
**Authorized Signatories of the Event**

**Signature**

1. Atty. Geraldine Marie Berberabe-Martinez  
*Commissioner*



2. Atty. Johann Carlos S. Barcena  
*Executive Director IV*



**Billing Arrangement**

50% of the downpayment amounting to Php 1,238,000 shall be made prior to the event and within twenty (20) working days upon receipt of billing invoice.

Full payment shall be made after the event and within twenty (20) working days upon receipt of billing invoice inclusive of allowed incidental charges, if any.

Please see below our bank details should you wish to pay thru cash deposit:

**Bank Name:** Sterling Bank of Asia  
**Bank Address:** Unit 963-965, G/F Masagana Building  
G. Masangkay St., Binondo, Manila  
1006 Philippines  
**Account Name:** Aldex Realty Corporation/Discovery Primea  
**Account Number:** 321-1-001279-88  
**Contact Number:** 243-1342 / 243-1832

Bank charges shall be for the account of the hotel.

**Data Privacy**

I hereby authorize the Hotel to use the personal information to be provided to process our reservations, requests, payments, and to transfer the said information to computer systems in order to ensure high quality service and proper management of the hotel.

**Terms and Conditions**

Discovery Primea reserves the right to inspect and control all private functions. Damages incurred to the hotel and its equipment will be charged accordingly. Food and Beverage purchased outside the hotel cannot be brought in, unless prior approval is secured. Presentations and entertainment that require audio output such as but not limited to: live bands, karaoke and discos, shall require prior approval from the Hotel. The Hotel reserves the right to control the sound level of the entertainment or presentation after 11:00pm for the benefit of other hotel guests.

**Force Majeure**

The parties' performance under this Agreement is subject to acts of God, war, government regulations, threats or acts of terrorism or similar acts, disaster, strikes (except those involving the Hotel's employees or agents), civil, disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or impossible to perform their obligations under the Agreement. Either party may cancel the Agreement for any or more of such reasons upon written notice to the other.

**Confirmation**

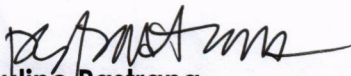
To signify your agreement to the terms and the room block stated above, please forward the signed contract on or before July 26, 2024.

We hope that you are in agreement with these arrangements. Should you have any concerns or clarifications, please feel free to contact us at +63 2 955 8888 local 7220 or through email at pauline.pastrana@discovery.com.ph at a time of your convenience.

We are looking forward to be of service to you.

Best regards,

Conforme:



**Pauline Pastrana**  
Senior Sales Manager  
July 26, 2024



**Atty. Marius P. Corpus**  
Chairperson  
Governance Commission for GOCCs

ACKNOWLEDGEMENT

Republic of the Philippines )  
Makati City ) S.S.

**JUL 31 2024**

**BEFORE ME**, a Notary Public for and in Makati City, Philippines, personally appeared the following and exhibited their respective identification documents:

NAME	ID NUMBER	DATE/PLACE ISSUED
<b>ATTY. MARIUS P. CORPUS</b>	Driver's License No. X01-81-000654	08 September 2023 Quezon City
<b>PAULINE PASTRANA</b>		

During such appearance, they declared to me (1) that they voluntarily affixed their signatures on the foregoing instrument for the purposes stated therein; (2) that they executed the instrument as their free and voluntary act and deed; and (3) that they have full authority to sign the instrument.

This instrument, including this page, has seven (7) pages.

**WITNESS MY HAND AND SEAL**, on the date and place first above written.

Doc. No. 311  
Page No. 64  
Book No. XVII  
Series of 2024.

**ATTY. GERVACIO B. ORTIZ JR.**  
Notary Public City of Makati  
Until December 31, 2024  
IBP No. 05729- Lifetime Member  
MCLE Compliance No. VII-0022734  
valid until April 14, 2025  
Appointment No. M-37 (2023-2024)  
PTR No. 10073709 Jan. 2, 2024 / Makati  
Makati City Roll No. 40091  
101 Urban Ave. Campos Rueta Bldg.  
Brgy. Poblacion, Makati City

**L.V.X.**

*Preferred*  
HOTELS & RESORTS