

DEPARTMENT OF ENERGY

Energy Center, Rizal Drive cor. 34th St.,
Bonifacio Global City, Taguig

QUINTUPLICATE

PURCHASE ORDER

Supplier :	EM PRIME HOLDINGS, INC. (PARK INN BY RADISSON NORTH AVE)	P.O. No.:	2022-02-016
Address :	324 City North EDSA Complex, EDSA cor. North Ave. Brgy. Bagong Pagalagan, Marikina City	Date :	22 Feb 2022
TIN :		Mode of Procurement :	AMP-ND 53.6

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

DEPARTMENT OF ENERGY, Energy Center, Rizal Dr., BGC, Taguig City Place of Delivery : <u>D.V. Villar (CEPPB-DEPED)</u> Date of Delivery : _____	35 per event's schedule Delivery Term : _____ Payment Term : <u>Payment will be process within 30x30x upon completion of services, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through list of due and demandable accounts and Payable</u>
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		FOR PROCUREMENT OF VENUE, MEALS AND ACCOMMODATION FOR THE CONDUCT OF WORKSHOP ON THE ENHANCEMENT OF RESILIENCY COMPLIANCE PLAN (RCP) AND DEVELOPMENT OF ENERGY RESILIENCE SCORECARD FOR DISTRIBUTION UTILITIES (DUS)			
		See attached Terms of Reference (TOR) and approved Service Agreement for details			
		TOTAL AMOUNT ₱ 603,900.00			
		*Subject to deduction of allowed government taxes on the total amount.			

(Total Amount in Words) Six Hundred Thousand Nine Hundred Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the underdelivered item/s.

This PO serves as the Notice to Proceed (NTP) when signed by the Supplier

Conforme:

Very Truly yours:

KATHIRMA IGNACIO

MICHAEL O. SINGCRUZ

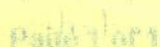
Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

FEBRUARY 27, 2023

Date _____

Designation

<p>Fund Cluster : _____</p> <p>Funds Available : _____</p> <p>  <i>to be paid at the end of 2/24/23</i> JENNIFER HOFFMAN </p> <p>Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit</p>	<p>ORS/BURS No. : _____</p> <p>Date of the ORS/BURS: _____</p> <p>Amount : _____</p>
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NORTH EDSA

February 17, 2023

Mr. Michael O. Sinocruz
Director, Energy Policy and Planning Bureau
Department of Energy
34th Street Rizal Drive, Bonifacio Global City, Taguig
Contact No: 9176720397
Email: pnambatac@doe.gov.ph

Enhance of Sectoral Resiliency Compliance Plan and Development Energy Resilience Scorecard
February 26-28, 2023

Dear Mr. Sinocruz,

Thank you for choosing Park Inn by Radisson North EDSA as the venue for your event on February 26-28, 2023. We have attached the agreement outlining the details as discussed to date.

One of Radisson Hotel Group's highest priorities is the continued health, safety and security of its guests, team members, and business partners. Park Inn by Radisson's goal is to offer best possible hotel stays for our guests and have further strengthened our existing rigorous sanitation, cleanliness and disinfection guidelines to ensure all guests have clean and safe stays.

The new guidelines include hand sanitizing stations at all entrances, use of Personal Protective Equipment (PPE) and protective screens, enhanced and recorded cleaning and disinfection frequency, social distancing in all areas of its hotels, including in the Meeting & Event facilities, training in local, Centers for Disease Control, or World Health Organization recommendations and health guidelines, reiteration of food safety standards and comprehensive staff training.

This in-depth cleanliness and disinfection protocol are created in partnership with SGS, the world's leading inspection, verification, testing and certification company.

A new 20-step protocol for hotels and 10-step protocol for meeting and event spaces is currently being introduced to our hotels. New cleaning and disinfection procedures, increased attention to safety in communal spaces, protective equipment, and updated training for team members are included in the new protocols. All our worldwide locations are being briefed on these protocols and strongly encouraged to implement them. These protocols describe specific processes and measures that are designed to make you feel confident when you visit us.

In order for us to continue to hold the confirmed space, please return the signed agreement by February 21, 2023.

We look forward to working with you and welcoming your valued guests to Park Inn by Radisson North EDSA.

Best regards,

Park Inn by Radisson North EDSA

KATE R. IGNACIO
Sales Manager
kignacio@parkinn.com

Park Inn by Radisson North EDSA SM City North EDSA Complex, EDSA Corner North Avenue, Barangay Bagong Pag-asa,
1125 Quezon City, Metro Manila, Philippines

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NORTH EDSA

**LETTER OF AGREEMENT
FOR ROOM & BANQUET ACCOMMODATION
BETWEEN**

Company Name
Authorized Signatory
Designation
Address
Email

Department of Energy
Mr. Michael O. Sinocruz
Director, Energy Policy and Planning Bureau
34th Street Rizal Drive, Bonifacio Global City, Taguig
pnambatac@doe.gov.ph

AND

The Hotel/Resort
Contact Person
Title
Address

PARK INN BY RADISSON NORTH EDSA
Kathrina R. Ignacio
Sales Manager
SM City North EDSA Complex, EDSA Corner North Avenue,
Barangay Bagong Pag-asa, 1125 Quezon City, Metro Manila,
Philippines

Telephone
Fax
Email Sales Office
Email Reservation Department
Website

+632 7 944 1888
+632 7 944 1889
kignacio@parkinn.com
reservations.northEDSA@parkinn.com
<https://www.parkinn.com/hotel-north-edsa>

Agreement Period

**This agreement is valid only for the following
Date/s: February 26-28, 2023**



NORTH EDSA

I. GUEST ROOM REQUIREMENTS AND RATES:

ROOMS OVERVIEW						
Room Type	No. of Rooms	Date of Stay	Published Rate	Room Rate	No. of night/s	Total
Standard Room Sgl/ Dbl Occupancy	15	February 27-28, 2023	Php 9, 500.00	Php 4,140.00	1	Php 62,100.00
Standard Room Sgl/ Dbl Occupancy	10	February 26-28, 2023	Php 9, 375.00	Php 4,140.00	2	Php 82,800.00
TOTAL ON ROOM CHARGES						Php 144,900.00

**Please advise exact number of room configuration required and advance party to check in, if any, so we may block accordingly. Advance information on this matter will be helpful in order for us to make the necessary blockings.*

Guest should provide their **FULLY VACCINATED card**.

Rate quoted in this agreement is:

- Confidential between Park Inn by Radisson North EDSA and Department of Energy
- Valid only for the event stated in this agreement.
- Quoted in Philippine Peso and inclusive of Service Charge and government taxes.
- Nett, non-commissionable and quoted on a room per night basis, unless otherwise stated.
- Based on single or twin occupancy using existing bedding available at the hotel or room type and occupancy as stipulated in the rates table.
- Rates offered are based on a minimum of 100% actualization of room block stated in this agreement. If the final utilization of rooms drops below this number, the hotel retains the right to review the rates offered.

The room rates quoted are:

- Inclusive of buffet breakfast.
- Applicable only for a guaranteed minimum number of rooms based on above table, rooming list, confirmed and materialized. Should the number of rooms reduce from the initial guaranteed number; rates will be subject to renegotiation.

Benefits:

- The hotel is conveniently located within the SM City North EDSA Complex.
- Complimentary Wi-Fi access in all rooms and public areas of the hotel.
- Enroll with Radisson Rewards and access a collection of exceptional benefits, services and privileges at any of the 1,100+ Radisson Hotels worldwide.

Features:

- 238 guestrooms from Standard rooms to Junior Suites.
- The all-day dining restaurant, Casa – Urban Table, seats 132 guests and serves breakfast, lunch and dinner, open from 6:30am-10:30pm.
- The Lobby Lounge has a 20-seater communal table which is perfect for informal meetings or a round of drinks with friends, open from 6:30am-11:00pm
- Dash, a grab-and-go counter serving a variety of sweet and savory treats, open 24/7.

Park Inn by Radisson North EDSA SM City North EDSA Complex, EDSA Corner North Avenue, Barangay Bagong Pag-asa, 1125 Quezon City, Metro Manila, Philippines

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- A fully equipped fitness centre, outdoor swimming pool and pool bar.
- (a) To guarantee a late check-out, the following charges will apply:
 - a. Between 1200H and 1400H – 25% of room rate
 - b. Between 1500H and 1800H – 50% of room rate
 - c. After 1800H – 100% of the room rate

A. PORTERAGE/ROOM DROP

Porterage and room drop are complimentary. Any additional service that requires outsourcing will be charged accordingly with corresponding service charges.

B. EVENT REQUIREMENT

Based on the requirements outlined by Department of Energy the Hotel will be able to reserve the function space below. Kindly advise specific number of persons once finalized.

DATE	START TIME	END TIME	FUNCTION TYPE	SET-UP	MIN. GUARANTEE D PERSONS	FUNCTION ROOM
February 26, 2023	6:00PM	9:00PM	Dinner	Round Table	35	Banahaw 2 (Ground Floor)
February 27, 2023	8:00AM	5:00PM	Whole Day Meeting	Round Table	30	Makiling 2 (3rd Floor)
February 27, 2023	8:00AM	9:00PM	Whole Day with Dinner Meeting	Round Table	70	Makiling 2 (3rd Floor)
February 28, 2023	8:00AM	5:00PM	Whole Day Meeting	Round Table	100	Makiling 2 (3rd Floor)

IMPORTANT:

1. All meeting room, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. Function rooms are assigned according to the expected attendance and set-up. The Hotel reserves the option to assign alternative meeting space suitable for the Group's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer.
2. Deposits are non-refundable. For cancellations or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.
3. For confirmation given less than 3 weeks or 21 days, menu selection will be subject to change depending on the availability of item on the day of the event.
4. Please confirm increase in the minimum guarantee of persons at least one (1) week prior to the function date.
5. The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly.
6. One (1) week before the function, the CLIENT shall advise the hotel, the reception program and the list and contact number of suppliers, subcontractor they have enlisted related to this event.

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7. The consent of the HOTEL to the CLIENT'S bringing in or out of food and beverage items shall not in any way affect or serve to relieve or mitigate the CLIENT'S aforesaid responsibility and liability for the same. The CLIENT shall be solely liable for any personal damages or injuries, including death, that may be suffered by the CLIENTS guests and other persons attending the

Function by reason of having partaken of the Food and Beverage items brought in or out by the CLIENT, whether or not due to the unsatisfactory quality or spoil state thereof including responsibility to and for such persons delivering the same. In this regard, the CLIENT undertakes to indemnify and hold the HOTEL free and harmless against any and all claims,

suits and actions for damages that may be brought against the hotel by the CLIENT'S guests and other persons attending the Function or delivering the said items

VI. FOOD AND BEVERAGE REQUIREMENTS

A. Meeting Package

DATE	PACKAGE RATE
February 26, 2023	Dinner Meeting Package
February 27, 2023	Whole Day Meeting Package
February 27, 2023	Whole Day with Dinner Meeting Package
February 28, 2023	Whole Day Meeting Package

Inclusions:

- Use of Banahaw 2 (Ground Floor)
- February 26, 2023 / 35 persons
Dinner Meeting Package
Package Rate: PHP 1,200.00net per person
Meal Inclusions: Buffet Dinner
One (1) Round of Iced Tea during Dinner
- Use of Makiling 2 (3rd Floor)
- February 27, 2023 / 30 persons
Whole Day Meeting Package
Package Rate: PHP 1,700.00net per person
Meal Inclusions: Plated AM Snacks/ Buffet Lunch / Plated PM Snacks
One (1) Round of Iced Tea during Lunch
Flowing Coffee and Tea during AM and PM Snack
- Use of Makiling 2 (3rd Floor)
- February 27, 2023 / 70 persons
Whole Day with Dinner Meeting Package
Package Rate: PHP 2,800.00net per person
Meal Inclusions: Plated AM Snacks/ Buffet Lunch / Plated PM Snacks / Buffet Dinner
One (1) Round of Iced Tea during Lunch and Dinner
Flowing Coffee and Tea during AM and PM Snack

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- Use of Makiling 2 (3rd Floor)
- February 28, 2023 / 100 persons

Whole Day Meeting Package

Package Rate: PHP 1,700.00net per person
 Meal Inclusions: Plated AM Snacks/ Buffet Lunch / Plated PM Snacks
 One (1) Round of Iced Tea during Lunch
 Flowing Coffee and Tea during AM and PM Snack

Complimentary use of audio-visual equipment:

- Regular PA System/Basic Sound System
- Microphones
- Projector Screen
- LCD Projector
- Conference Stationaries and Pencils
- Flip chart with Pen
- Complimentary Parking Pass (10 % equivalent of the total guaranteed number of person)

➤ Meeting Room Set-up:

- Set-up: Round Table
- Registration Table outside meeting room
- Conference stationaries and pens
- Podium
- Flipchart with papers and markers
- Complimentary wireless internet access

Minimum Guarantee

A minimum guaranteed revenue or attendance of 100 persons is required per function space you will reserve. Please review and advise us on the minimum guaranteed revenue or attendance one week prior the function date. Charges will be made based on the minimum guaranteed revenue or attendance or the actual revenue or attendance, whichever is higher.

VII. BREAKDOWN OF CHARGES

1. Estimated Room Charges:

DATE	ROOM TYPE	ROOM RATE PER NIGHT	NO. OF ROOMS	NO. OF ROOM NIGHTS	TOTAL AMOUNT
February 26-28, 2023	Standard Room (Sgl/Twin Occupancy)	PHP 4,140.00net	10	2	PHP 82,800.00
February 27-28, 2023	Standard Room (Sgl/Twin Occupancy)	PHP 4,140.00net	15	1	PHP 62,100.00
TOTAL ON ROOM ACCOMMODATION					PHP 144,900.00

2. Estimated Banquet Charges:

DATE	PACKAGE RATE	NO. OF PERSONS	NO. OF DAY/S	TOTAL AMOUNT
February 26, 2023	PHP 1,200.00nett	35	1	PHP 42,000.00
February 27, 2023	PHP 1,700.00nett	30	1	PHP 51,000.00
February 27, 2023	PHP 2,800.00nett	70	1	PHP 196,000.00
February 2, 2023	PHP 1,700.00nett	100	1	PHP 170,000.00
TOTAL ON BANQUET CHARGES				PHP 459,000.00

Park Inn by Radisson North EDSA SM City North EDSA Complex, EDSA Corner North Avenue, Barangay Bagong Pag-asa, 1125 Quezon City, Metro Manila, Philippines

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TOTAL ESTIMATED CHARGES (ROOMS and BANQUETS)
= PHP 603,900.00 NET

C. DEPOSIT/PRE-PAYMENT SCHEDULE

Upon acceptance of this agreement, Park Inn by Radisson North EDSA will require Department of Energy to arrange payment of the following:

SCHEDULE	AMOUNT	DUE DATE
• Signed Contract		February 17, 2023
• Total Room and Banquet Charges To be settled through Send Bill Arrangement: A Notice of Award/ Certificate of Availability of Funds should be given on or before February 22, 2023.	PHP 603,900.00	February 22, 2023

A. CUT-OFF DATES

This agreement is being held on a tentative basis and will only be considered as a definite booking upon receipt of the signed contract and initial deposit.

However, should another organization approach us with a commitment to book the proposed dates.

B. CANCELLATION POLICIES

Upon acceptance of this agreement, should any cancellation occur, the hotel is entitled to cancellation fees as follows:

Period	Attrition	Cancellation Charges
30 days and under	Any Rooms and Events blockings released within this period will be subject to cancellation charges.	100% of the total Guestroom and Event charges will be charged in full

C. BILLING PROCEDURES

Master Account

All guestrooms, room rental, organized functions and other meeting and F&D charges authorized by the Authorized Representative shall be charged to the Master Account unless otherwise instructed.

Individual Account

All incidental charges incurred by guests such as telephone calls, laundry and mini bar shall be billed to the individual's personal account. Settlement of the individual accounts shall be upon check-out either by cash or credit card. Credit card imprint or cash deposit is required upon check-in.

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D. PAYMENT TERMS

NORTH EDSA

Taxes and Levies

Unless otherwise specified in this agreement, all charges are inclusive of prevailing taxes and levies applicable at the time the bill is presented, but the bill will reflect the total amount payable (i.e. charges plus applicable taxes and levies).

The CLIENT shall not withhold expanded withholding tax (EWT) since the HOTEL is registered under the Board of Investments in accordance with the provisions of the Omnibus Investment

Code of 1987 which entitles the HOTEL to an Income Tax Holiday as a New Operator of Tourist Accommodation Facility

Bank Account Information

All payments are to be made to the following account, unless otherwise notified by the hotel:

Account Name: SM PRIME HOLDINGS, INC. – PARK INN BY RADISSON NORTH EDSA
Bank / Branch: Banco De Oro – One E-Com Center
Bank Address: One E-Com Center Harbor Drive, Mall of Asia, Pasay City
Account Number: 0062 8059 9816
Reference Number: PIRN00102171 (to be indicated on the deposit slip)

- For check payment, payee should be SM PRIME HOLDINGS, INC. – PARK INN BY RADISSON NORTH EDSA
- For online payment, payment link will be sent through iPay88

At the end of the event the hotel will present a bill, which will include, but not be limited to, any other charges not specified in this agreement but authorized by the Authorized Representative during the event. Business Partner agrees to make full settlement of the bill upon its presentation.

Currency

If payment is made in any currency other than that used by the hotel, Business Partner is responsible for any fluctuation in the currency exchange. The hotel shall be paid the full amount in the currency as charged.

No Set-Off or Deduction

Business Partner shall not set-off or deduct any amount from the payments due and payable to the hotel.

E. FORCE MAJEURE

Park Inn by Radisson North EDSA shall not be held liable for failure to execute arrangements specified herein directly or indirectly occurred by or through or in consequence of war, strikes, riots and Acts of God or conditions beyond the control of Park Inn by Radisson North EDSA.

F. INDEMNITY

Business Partner assumes sole responsibility for, and will indemnify and hold harmless, the hotel, the hotel operator, and their respective employees and agents from and against, all claims, liabilities or damage, arising from or in connection with the Business Partner's event and any person present at or involved in such event.



NORTH EDSA

G. OTHERS

Hotel Policies

Business Partner shall (and ensure that all persons present at or involved in Business Partner's event) at all times adhere to the policies and procedures of the hotel implemented from time to time.

Data Privacy

By signing this Agreement, you consent to the collection, use, processing and transfer of personal data as described in this paragraph. You understand that Park Inn by Radisson North Edsa and its subsidiaries hold certain personal information about you, including your address, date of meeting or event, email address, first name / last name, profession and employment, Radisson Rewards membership number and telephone number.

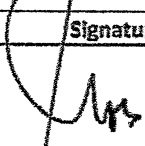
You understand and further authorize Park Inn by Radisson North Edsa and / or any of its subsidiaries to retain your Personal Data for as long as is required to fulfill the activities set out in this Privacy Policy, for as long as otherwise communicated to you or for as long as permitted by applicable law. For example, we may retain your Personal Data if it is reasonably necessary to comply with any legal obligations, meet any regulatory requirements, resolve any disputes of litigation, or as otherwise needed to enforce this Privacy Policy and prevent fraud and abuse.

You may also understand that you may, at any time, review Data, require necessary amendments to Data or withdraw the consents herein in writing by contacting Park Inn by Radisson North Edsa.

For more information, please go to <https://www.radissonhotels.com/en-us/privacy>.

Authorized Representative

Business Partner acknowledges and agrees that the hotel is entitled to act in reliance on the authority and instructions of the Authorized Representative in relation to the event and the accommodation, unless otherwise notified in writing by Business Partner.

Name and Designation	Signature
Mr. Michael O. Sinacruz Director, Energy Policy and Planning Bureau Department of Energy	

H. GOVERNING LAWS

In case of suits arising from the interpretation, protection, and enforcement of this proposal, the parties agree to institute such as actions exclusively within the proper courts of Quezon City, Republic of the Philippines, to the exclusion of all others. The offending party shall pay attorney's fees, interest, damages and cost of suit in addition to such claims as imposed by the court.

This agreement is governed by the laws of the Philippines.



NORTH EDSA

Accepted on behalf of:

Company Name:

Department of Energy

Authorized Signature:

Printed Name:

Mr. Michael O. Sinocruz

Designation:

Director, Energy Policy and Planning Bureau

Offered on behalf of Park Inn by Radisson North EDSA:

Authorized Signature:

Printed Name:

KATHRINA R. IGNACIO

Designation:

Sales Manager

Noted By:

Authorized Signature:

Printed Name:

BOBBIE T. FRONDOZA

Designation:

Director of Sales & Marketing

Approved By:

Authorized Signature:

Printed Name:

MARISA MARTHA OLALO

Designation:

General Manager