

March 17, 2025

**Ms. Virginia Francia O. Gavica**  
**Administrative Officer III - NAST-BAC Secretariat**  
**DOST NAST**  
3<sup>rd</sup> Level, Science Heritage Building, DOST Compound,  
Bicutan, Taguig City  
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**CONTRACT RE: 2025 Future Science Leaders Congress / 28-30 March 2025**

Dear **Ms Gavica** :

Mabuhay from **The Bellevue Manila!**

We are delighted to learn that you have decided on our venue for your upcoming event. With your specific requirements in mind, we have prepared the following arrangements:

**ROOMS**

The Organizer shall reserve and the Hotel shall make available for the Organizer a block of Guest Rooms ("Room Block") for the purposes of the Event as outlined below:

| Room Category  | Occupancy Type | Room Rate | No. of Rooms | Stay Period       | Total No. of Nights | Subtotal        |
|----------------|----------------|-----------|--------------|-------------------|---------------------|-----------------|
| MW Deluxe Room | Twin           | P4,600    | 71           | March 28-30, 2025 | 2                   | P653,200        |
| MW Deluxe Room | Single         | P4,600    | 4            | March 28-30, 2025 | 2                   | P36,800         |
| <b>TOTAL</b>   |                |           |              |                   |                     | <b>P690,000</b> |

**ROOM ACCOMMODATION INCLUSIONS:**

- Buffet breakfast for registered guest/s
- Complimentary in-room internet and Wi-Fi access
- Use of the fitness center and swimming pool
- In-room coffee & tea making facility
- Complimentary purified drinking water

**ROOM ACCOMMODATION TERMS AND CONDITIONS**

- Above rates are valid for this stay only
- Negotiated room rates are based on a minimum number of room/room nights guaranteed by DOST NAST which is 150 Room Nights.
- Rooming list and booking process will be coursed through DOST NAST and will be directed to the Hotel Sales Manager in charge.
- Extra person fee is P1,900 net inclusive of bed and buffet breakfast
- Room and bed types are subject to availability
- Rates are non-commissionable

- The above rates are exclusive to your organization and the arrangements contained here are not intended for dissemination to a third party nor applicable to another group/event.
- The offered rates are valid until March 18, 2025. Rate may change past the cutoff period.

#### EARLY CHECK IN AND LATE CHECK OUT CHARGES

| Check-in time is <b>1500</b> hours<br>on the day of arrival                                                                | Check-out time is <b>1200</b> hours<br>on the day of departure                                                                          |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Delegates who wish to occupy their guest room before 1500 hours must reserve the for another night prior the arrival date. | Delegates who check out after the official checkout time of 1200 hours shall be charged for additional night under the daily room rate. |

*\*On fully booked situations, the Hotel may be unable to grant early check in and late check out requests*

#### AIRPORT TRANSFERS

PHP 2,200.00net- One-way transfer Sedan - for a maximum of two (2) persons with light / minimal luggage

PHP 2,500.00net- One-way transfer SUV - for a maximum of four (4) persons with light / minimal luggage

PHP 3,000.00net- One-way transfer Van - for a maximum of eight (6) persons with light / minimal luggage

*\*Rates may change without prior notice.*

#### RESERVATION PROCEDURES

The Organizer shall provide the Hotel with an Initial Rooming List upon contract signing or at the earliest possible time, but not later than one (1) week prior arrival date of the group. The Room List shall include details such as the full names of all delegates, country of residence, passport numbers, arrival/departure dates, flight details, guest room category, occupancy type (e.g., single, double), dietary restrictions etc. A Final Room List is due by **at least five (5) working days before the arrival**. Any additional Guest Room reservations required by the Organizer after the date of submission of the Final Room List will be subject to Guest Room availability.

All Guest Rooms reserved under the Room Block/Final Room List shall be guaranteed by the Organizer by payment of deposit by cash, bank draft or Hotel accepted credit card(s). For credit card guarantee, Hotel requires information including full name of cardholder as it appears on credit card, card number and expiry date. The deposit payable shall be equivalent to the payment schedule upon event confirmation under Deposit / Payment Procedure section of this contract.

Cancellation of any Guest Rooms or failure of delegates to check in to the Hotel (no-show) for any of the dates of the Room Block shall be charged the Daily Room Rate for each unused night.

#### GUEST ROOM RESERVATIONS GUARANTEE

For room charges under a Sponsoring Account, a separate contract shall be issued by the Hotel with exactly the same cut-off and payment procedure.

For room charges on personal account, a cash or credit card guarantee equivalent to the total room charges shall be required at least one month before check-in. In the absence of individual credit card or cash as guarantee, the Company shall guarantee the room reservations.

All room reservation shall be considered guaranteed. Any No Show on the scheduled date of arrival will be subject to No Show Charge based on the total duration of the stay. In this case, the hotel shall advise the organizer representative in case guests failed to arrive on the scheduled date of arrival. The organizer may substitute the guests or opt to cancel the reservation. In the event the guests' reservation is cancelled, the same reservation may be reinstated the following day, upon advise of the official organizer.

Guests are requested for a credit card guarantee or cash deposit of Php3,000.00 per day upon check-in for their incidental charges. Rate may change without prior notice.

All non-guaranteed reservations will be released after 16:00 hours on the date of scheduled arrival. Thereafter, guest rooms will be subject to availability.

## BANQUETS

| Date                       | Start Time | End Time | Function | Room               | Setup    | Agr | Package Rate      |
|----------------------------|------------|----------|----------|--------------------|----------|-----|-------------------|
| March 28, 2025<br>Friday   | 6:00 PM    | 10:00 PM | Dinner   | Qsina Restaurant   | Existing | 150 | P1,500 per person |
| March 29, 2025<br>Saturday | 9:00 AM    | 5:00 PM  | Meeting  | 2020 Function Room | Rounds   | 150 | P2,280 per person |
| March 29, 2025<br>Saturday | 6:00 PM    | 10:00 PM | Dinner   | Qsina Restaurant   | Existing | 150 | P1,500 per person |
| <b>TOTAL</b>               |            |          |          |                    |          |     | <b>P792,000</b>   |

### BANQUET PACKAGE INCLUSIONS

- Whole Day Meeting and Dinner during the above contracted time
- Meals:  
Day 1: Buffet Dinner  
Day 2: Buffet Lunch + PM Snack; Buffet Dinner
- One-Round of Iced Tea during Lunch
- Flowing Coffee/Hot Tea
- Meeting Essentials (e.g., pads, pens, flipchart, whiteboard, etc.)- Available upon request.
- Use of an LCD Projector and Screen (subject to availability)
- Use of Two (2) Wired Microphones and Built-in Basic Audio System

### TERMS AND CONDITIONS

- Rates quoted are valid for this event only and are non-commissionable
- The above rates are exclusive to your organization and the arrangements contained herein are not intended for dissemination to a third party or applicable to another event.
- The offered rates are valid until **March 18, 2025**. Rate may change past the cutoff period.

### CONFIRMATION OF THE EVENT SPACE

- Please be advised that the function room blocking shall only be confirmed upon receiving this contract back with your conforme.
- In the event that another client requests for the same space we are holding for you, the Hotel will contact you immediately and offer three (3) working days to act on your option.

### GUEST COUNT AND FUNCTION ROOM CAPACITY

- Any additional guests six (6) working days to the day before the event will be subject to a 15% surcharge based on the per person rate and must be confirmed with an addendum to the contract.
- On the day of the event, the hotel will prepare a 10% buffer based on the guaranteed number of persons in case of overflow. Should your event increase more than the 10% buffer, this is subject to the Hotel's approval. A surcharge of 15%-20% on the rate per excess attendee shall apply depending on the total number of additional attendees and shall form part of the event's incidental charges.
- 2020 Function Room, your assigned function room has a capacity of 150 based on your setup requirement. Any changes in the setup or number of guests shall be subject to the approval of the Hotel. The latter may likewise recommend a change in function room to accommodate the changes made by the Client with corresponding charges to apply.

### HOLIDAY RATE

A premium charge of 10% shall apply to events that will fall on a holiday.

### FUNCTION ROOM RENTAL RATE

2020 Function Room: P15,000.00 net / hour in excess of the contracted time

### MENU

Please refer to a separate menu file and provide chosen menu not later than seven (7) days prior event date. Otherwise, menu will be on Chef's discretion.

### MISCELLANEOUS ITEMS *(Rates may change without prior notice)*

| Equipment Rental                   | Price Per Unit / Use                                                                                                                                                                                                                                                                                                                                                                         | YES | NO |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| LCD Projector                      | Php 5,000 net (half-day)                                                                                                                                                                                                                                                                                                                                                                     |     |    |
| LCD Projector                      | Php 10,000 net (whole-day)                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Additional Wired Microphone        | Php 300 net                                                                                                                                                                                                                                                                                                                                                                                  |     |    |
| Wireless Microphone                | Php 1,500 net                                                                                                                                                                                                                                                                                                                                                                                |     |    |
| LED Wall                           | Php 25,000 net (whole day)                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Electrical fee for other equipment | Starts at PhP 350.00 net / unit for the first 10 hours (for laptops) and other electrical unit such as Speakers, Lights, Amplifiers, and the like. LED wall, Mobile Lights & Sounds, etc. is subject to the evaluation of Hotel's technical team and different rate per unit shall apply. Rates will depend on electrical load evaluation to determine electrical requirement per equipment. |     |    |

### PARKING

20% of the total guaranteed attendees  
In excess of 20%

Complimentary  
Php 100.00 net (first 3 hours);  
Php 40.00 net (per succeeding hour)

*\*Rates may change without prior notice*

### SETUP

Free ingress is two (2) hours prior the scheduled event. Additional ingress time is subject to approval and shall have corresponding charges.

Ingress forms (Contractor's Agreement), a layout of exhibit, stage and other kinds of setup including lighting and technical specifications should be submitted not later than seven (7) days prior the event for the Hotel's approval. Suppliers must present a valid ID and a printed hard copy of the ingress forms on the actual set up schedule and must submit their items for security inspection, virucide disinfection and pesticide treatment prior entry thru the Main Wing Backdoor. The Hotel has the right to refuse entry of any personnel and/or equipment that are not indicated in the pre-approved ingress forms.

Surcharge may apply for other setup or styling requirements done by a third-party supplier/s of the client. A point person and contact information from the client's supplier/s must be provided to the Sales/Events in charge for proper coordination.

The Hotel will not be liable for any delay, discontinued or unexecuted setup nor any adverse consequences due to non-compliance to the above requirements.

### INTERNET CONNECTION

The hotel shall provide a shared 20mbps bandwidth and connectivity would depend on the occupancy or the number of users connected. The Hotel shall not be held liable for any internet related disruption or technical concerns that may arise prior, during and after the event.

#### Standard Engagement for Internet Requirement:

1. Client must bring a backup internet for any untoward incident related to internet connectivity that may arise.
2. For critical internet requirements, we recommend the client to engage with their third-party telco provider. We can recommend Cablelink to you, rates will depend on your requirements.
3. We highly recommend their tech team to conduct functionality test before and actual event.

#### TAXES AND SERVICE CHARGE

All rates contained herein are inclusive of all applicable taxes and may change without prior notice.

#### BILLING AND PAYMENT

Total contract price is **One Million Four Hundred Eighty-Two Thousand Pesos only (PhP 1,482,000.00 net)** for the room and banquet charges.

|              |                           |
|--------------|---------------------------|
| Rooms        | Php690,000.00net          |
| Banquet      | Php792,000.00net          |
| <b>Total</b> | <b>Php1,482,000.00net</b> |

The Organizer shall make the following payment to the Hotel according to the schedule set below:

| Payment Schedule         | Payment For                                                                                                                                                                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upon signing of contract | DOST NAST to provide a Certificate of Allocated Funds (CAF) covering P1,482,000 net worth of banquet charges for send bill arrangement. Standard credit terms for DOST NAST to apply.                                                                                         |
| Day of event             | Incidental charges approved by the authorized signatory or event organizer.<br><i>(Incidental charges incurred during the event should be settled right after thru cash payment. No credit card shall be accepted as payment except for minimal incidental charges only.)</i> |

Should payment be settled through fund transfer, please forward a copy of the bank's confirmation to the hotel for reference and proper monitoring of deposits made. Arrange this to:

|                     |                                                                                                        |                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Account Name</b> | <b>RPJ Development Inc.</b>                                                                            |                                                                        |
| <b>Peso C/A No.</b> | 473-000-8270                                                                                           | 1591-0033-01                                                           |
| <b>Bank</b>         | <b>BDO-Equitable PC</b><br>Richville Center-Ayala Alabang                                              | <b>Bank of the Philippine Island</b><br>Alabang Town Center            |
| <b>Swift Code</b>   | BNORPHMM                                                                                               | BOIPHMM                                                                |
| <b>Address</b>      | Richville Center 1314 Commerce Ave.<br>Ext., Madrigal Business Park, Ayala<br>Alabang, Muntinlupa City | 2/F Madrigal Entrance Alabang Town<br>Center, Alabang, Muntinlupa City |

Settlement of Group Master Accounts can be made in the form of Cash or Bank Draft or Telegraphic Transfer.

All prices quoted in this agreement are stated in Philippine peso. If necessary, the Hotel will claim from the Company any loss on the exchange arising from accounts being settled in other currencies.

Should the company fail to settle accounts within the agreed terms, the Hotel shall have the right to demand immediate payment on all outstanding accounts. Interest of 2% per month will be charged on all overdue accounts.

#### CANCELLATION

Please refer to the corresponding charges that will apply in favor of the HOTEL for any function cancellation made after contract signing:

| Written Notification Made By Organizer | Cancellation Charge                   |
|----------------------------------------|---------------------------------------|
| Upon contract signing to day of event  | Charge 100% of the contracted charges |

#### **NON-COMPLIANCE**

If the required deposit or payment is not received by the date indicated, regrettably the reservation for the Group may be subject to cancellation without prior notice. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that the rooms & function spaces are available

#### **NO WAIVER**

The failure by either party to insist upon the strict performance of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy consequent upon a breach thereof, shall not be construed as a waiver of any such breach or any subsequent breach of such covenant, agreement, term or condition.

#### **FIRE AND SAFETY REGULATIONS**

In order to ensure the safety of our guests, the Hotel requests the Company and any outside contractors hired by the Company to adhere to Hotel rules & regulations, that the obstruction of any fire escapes inside the function room by seating, stages, equipment and set-up etc., are not permitted under any circumstances.

In addition, the Company must inform the Hotel of any use of inflammable materials in the function room (and the quantity) in advance. Such inflammable materials could be used only with the permission granted by the Hotel's Management.

#### **DAMAGE**

Should there be any damage to our Hotel property during your function, we will charge the Company for any repair costs.

#### **NON-DISPARAGEMENT**

The client agrees to take no action which is intended, or would reasonably be expected, to harm RPJ Development Inc. (The Bellevue Manila) or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity.

#### **FORCE MAJEURE**

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots, pandemic and acts of God or conditions beyond the control of the Hotel. For any of the above reasons, this Agreement may, without liability on the parties, be terminated by written notice of no less than 7 days from one party to the other or be revised at the absolute discretion of the Hotel by written notice to the Organizer.

#### **INDEMNITY**

The Engager shall hold free, harmless and indemnify the Hotel and its directors, officers, employees, agents and representatives from and for any and all suits, actions, proceedings, causes of action, liabilities, damages, costs, expenses, etc. of whatever kind and nature, arising out of, or in connection with, the unauthorized use within the Hotel premises of any prescription / prohibited / illegal drugs or any extract or derivative thereof.

The Engager shall also be liable and shall indemnify the Hotel and all its representatives for any incidents, accidents, circumstances, situations attributable to the fault or negligence of the Engager or anyone connected with it or acting in its behalf while inside the Hotel premises.

#### **SAFETY AND SECURITY**

To ensure the safety of our guests within the hotel, we have security personnel assigned in key posts on a 24-hour basis. This team patrols the perimeter of the property at all times. The Hotel has also invested in the latest in close circuit camera technology to enhance and back-up the surveillance capability our highly trained security force.

Please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as wardrobes, gifts, prizes, exhibits, props, displays and other related materials. The Hotel shall, in no instance, be held liable for any damage to or loss of such items, whether in the Hotel's public areas or inside the function rooms, unless you or your guest/s arranges with the Hotel for

additional security who shall personally attend to these items. Special security arrangements shall be for your account and subject to a separate contract.

#### NO SMOKING/VAPING POLICY

Please be informed that in our efforts to maintain a healthy and eco-friendly environment for our guests and staff, we are strictly implementing a No Smoking and No Vaping Policy pursuant to Executive Order 26: Nationwide Smoking Ban and Muntinlupa City Ordinance 17-072. Failure to comply will incur corresponding charges per person for violations done in the following areas:

Php10,000 net/person - Business Center, Laguna Ballroom, 2020 function room, Tower Ballroom, Deluxe Rooms and public areas and Php20,000 net/person- Grand Ballroom & Suite Rooms.

#### DATA PRIVACY

We at RPJ DEVELOPMENT INC. (doing business as The Bellevue Manila) value your trust and confidence and wish to inform you how we process the personal information you share with us in accordance with the requirement of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations and other issuances of the National Privacy Commission ("NPC").

In view of your transaction with us, we have collected basic information including your name, residence, contact details, as well as those of your spouses and/or dependents, and sensitive personal information, such as your age, civil status, government registration details, financial information, credit history and tax returns, among others ("Personal Information").

#### AUTHORIZED SIGNATORY

Only authorized signatories are allowed to make additional reservations during the event. Kindly inform the names of these authorized officers with their respective specimen signature (if send bill, state: in the Letter of Authorization.) We respectfully regret that verbal revisions shall not be honored.

The authorized signatories for this event are:

|    | Complete Name | Designation | Signature |
|----|---------------|-------------|-----------|
| 1. |               |             |           |
| 2. |               |             |           |

We hope that these arrangements meet with your satisfaction and should you wish to make any amendments please let us know. Currently, your booking is held on a tentative basis and we would appreciate your approval and confirmation by signing and returning the copy of this letter by **March 18, 2025**. We will then contact you to finalize all outstanding details. After this date, the Hotel regrettably reserves the right to release the space blocked, or to revise the terms and conditions based on the availability of function space.

The Hotel will only consider your booking valid and confirmed upon receipt of this contract duly signed on all pages and with required payment based on the Payment schedule. Verbal agreements will not be honored. Furthermore, the Hotel reserves the right to release the banquet booking for non-compliance.

We look forward to working with you on this event, should you have clarifications or additional requirements, please do not hesitate to contact us at your most convenient time.

E: [aantonio@thebellevue.com](mailto:aantonio@thebellevue.com) M: 0917 543 0292

E: [equiazon@thebellevue.com](mailto:equiazon@thebellevue.com) M: 0917 843 0912

Thank you once again for choosing The Bellevue Manila for this important event. Trust that you have our commitment in ensuring its success.

AUTHORIZED SIGNATORY  
ON BEHALF OF THE HOTEL  
**The Bellevue Manila**

AUTHORIZED SIGNATORY  
ON BEHALF OF THE ORGANIZER  
**DOST NAST**



**ARRIANE ANTONIO**  
EVENTS EXECUTIVE  
Date: March 17, 2025

**MS VIRGINIA FRANCIA O. GAVICA**  
ADMINISTRATIVE OFFICER III – NAST-BAC SECRETARIAT  
Date:



**ARVEE MORENO**  
ASSISTANT DIRECTOR OF EVENTS  
Date: March 17, 2025



**ELVI SANCHEZ QUIAZON**  
VICE PRESIDENT OF SALES AND MARKETING  
Date: March 17, 2025