



February 16, 2023

ATTY. MICHAEL MITO-ON J. ALI
OIC, BMCA
NATIONAL COMMISSION ON MUSLIM FILIPINOS
79 Jocfer Annex Building, Commonwealth Ave,
Quezon City

LETTER OF AGREEMENT

MEALS AND ACCOMMODATION FOR THE CONDUCT OF 48 TH NATIONAL QUR'AN READING COMPETITION (NQRC) / FEBRUARY 19-21, 2023 / 55 ROOMS / RFQ 2023-005

Dear Atty. Ali,

Thank you for choosing Park Inn by Radisson North EDSA as the venue for **MEALS AND ACCOMMODATION FOR THE CONDUCT OF 48 TH NATIONAL QUR'AN READING COMPETITION (NQRC) / FEBRUARY 19-21, 2023 / 55 ROOMS / RFQ 2023-005** on February 19-21, 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.

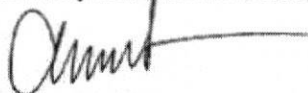
This in-depth cleanliness and disinfection protocol are created in partnership with SGS, the world's leading inspection, verification, testing and certification company.

In order for us to continue to hold the confirmed space, please return the signed agreement by **February 17, 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



MARIE C. TOLENTINO
Sales Manager



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I. GUEST ROOM REQUIREMENTS AND RATES:

ROOMS OVERVIEW

Room type	No. of Rooms	Stay date	No. of nights	Rate	TOTAL
Standard Twin Beds	55	Feb 19-21, 2023	2	₱ 3,500.00	₱ 385,000.00
TOTAL ON ROOM ACCOMMODATION					₱ 385,000.00

Rate quoted in this agreement is:

- Confidential between Park Inn by Radisson North EDSA and NATIONAL COMMISSION ON MUSLIM FILIPINOS.
- 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, double 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 and extra bed quoted are:

- Inclusive Daily 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:

- 235 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 6:00am-10:00pm.
- 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-10:00pm
- Dash, a grab-and-go counter serving a variety of sweet and savory treats, open 24/7.
- A fully equipped fitness centre, outdoor swimming pool and pool bar.
- Hotel services include room service from 6:00am-10:00pm, transportation, and laundry.



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LETTER OF AGREEMENT
FOR ACCOMMODATION AND BANQUET / MEALS
BETWEEN

Company Name NATIONAL COMMISSION ON MUSLIM FILIPINOS
Contact Person ATTY. MICHAEL MITO-ON J. ALI
Designation OIC, BMCA
Address 79 Jocfer Annex Building, Commonwealth Ave, Quezon City
Thru Email bacsecretariat@ncmf.gov.ph
Telephone #
Thru Mobile # +63 917 329 4290

AND

The Hotel/Resort PARK INN BY RADISSON NORTH EDSA
Contact Person MARIE C. TOLENTINO
Title Sales Manager
Address SM City North EDSA Complex, EDSA Corner North Avenue,
Barangay Bagong Pag-asa, 1125 Quezon City, Metro Manila,
Philippines
Telephone +632 7 944 1888
Fax +632 7 944 1889
Email Sales Office mtolentino@parkinn.com
Email Reservation Department reservations.northEDSA@parkinn.com
Website <https://www.parkinn.com/hotel-north-edsa>
Agreement Period This agreement is valid only for the following
Date/s: February 19-21, 2023



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II. ACCOMMODATION REQUIREMENTS:

IMPORTANT NOTES:

A. **NATIONAL COMMISSION ON MUSLIM FILIPINOS** must provide the Hotel on or before **January 17, 2023** an updated rooming list, inclusive of the following information:

- a. Name of the participants (For twin sharing, names of sharers must be indicated.)
- b. Check-in and check-out dates
- c. Room category
- d. Flight details (Please indicate if airport transfer is required. Corresponding charges will apply.)

B. CHECK-IN/CHECK-OUT

Check-in: 1500H (subject to room availability for early arrivals)

Check-out: 1200H (subject to room availability for late departures)

(a) To guarantee an early check-in, the following charges will apply:

- a. Between 1200 and 1400H – complimentary, subject to availability
- b. Earlier than 1200H – requires the room to be reserved from the previous night at a full night's charge as per above.

(b) 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

C. PORTERAGE/ROOM DROP

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

D. EVENT REQUIREMENT

Based on the requirements outlined by **NATIONAL COMMISSION ON MUSLIM FILIPINOS** the Hotel will be able to reserve the function space below. Kindly advise specific number of persons once finalized.

DATE	DAY	START TIME	END TIME	FUNCTION TYPE	SET-UP	NO. OF PERSONS	VENUE
February 19, 2023	Sunday	7:00PM	11:00PM	Welcome Dinner	Round Tables	150	Makiling 2 (3 rd Floor)
February 20, 2023	Monday	8:00PM	12:00MN	Welcome Dinner	Round Tables	200	Makiling 2 (3 rd Floor)

A minimum revenue consumable is required in order to waive the rental of the function space. Otherwise, a room rental fee shall be charged accordingly based on the function space blocked for your group. Should the total food and beverage charges not reach the minimum revenue requirement; the difference will be charged as room rental fee.



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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. Otherwise, a 20% surcharge on top of the menu price/package will be applied accordingly. A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance on the day of the event. Note that a minimum guarantee of person is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.
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.
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. Banquet Packages

DATE	PACKAGE	RATE	GUARANTEED	TOTAL AMOUNT
February 19, 2023	Dinner	PHP 650.00	150 PERSONS	PHP 97,500.00
February 20, 2023	Dinner	PHP 650.00	200 PERSONS	PHP 130,000.00
			TOTAL ON MEALS	PHP 227,500.00



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Our **Meeting Packages** include service charge and government taxes.

PACKAGE INCLUSIONS:

1. Complimentary use of Makiling 2:

- a. February 19, 2023 7:00PM TO 11:00PM
- b. February 20, 2023 8:00PM TO 12:00MN

Note: In excess of above hours, an extension of Php75,000.00net per hour will be applied

2. Meal Inclusions:

February 19, 2023 / Guaranteed 150 persons

- a. Buffet Dinner

February 20, 2023 / Guaranteed 200 persons

- b. Buffet Dinner

3. Beverages:

- a. One (1) round of iced tea during dinner
- b. Flowing coffee and tea during the event

4. Meeting Room Set-up:

- a. Venue: Makiling 2
- b. Set-up: Round Tables
- c. Philippine Flag
- d. Podium
- e. Table for Registration outside Makiling 2
- f. Table for Secretariat inside Makiling 2
- g. Credenza set-up inside the venue
- h. Coffee and Water Station inside the venue
- i. One (1) Buffet Station inside the venue

5. Technical Requirements:

- a. Complimentary use of audio visual equipment (regular PA system, microphone, projector screen, LCD projector, and podium)
- b. Complimentary wireless internet access in the function room
- c. Wifi Connectivity (100 mbps)

6. Complimentary Parking:

- a. Fifteen (15) complimentary parking pass ticket for Feb 19, 2023
- b. Twenty (20) complimentary parking pass ticket for Feb 20, 2023



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7. Menu / Beverage Selection:

DAY 1 / FEBRUARY 19, 2023 / 150 PERSONS TWO (2) VIP TABLES		
Meal	Menu Choice	Time of Serving
Buffet Dinner	<u>Soup</u> Corn Soup <u>Main Course</u> Roasted Chicken with Mushroom Gravy Steamed Fish with Cilantro Mango Salsa Sauteed Mixed Vegetables Steamed Rice <u>Dessert</u> Fruit Cocktail	7:30PM

DAY 2 / FEBRUARY 20, 2023 / 200 PERSONS TWO (2) VIP TABLES		
Meal	Menu Choice	Time of Serving
Buffet Dinner	<u>Soup</u> Egg Drop Soup <u>Main Course</u> Chicken Caldereta Bok Choi and Tofu in Oyster Garlic Sauce Fried Fish Fillet with Tartar Sauce Steamed Rice <u>Dessert</u> Assorted Cake Squares	8:00PM

Minimum Guarantee

A **minimum guaranteed revenue or attendance of 150 AND 200 persons** are 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.



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VII. BREAKDOWN OF CHARGES

1. Estimated Room Charges:

Room type	No. of Rooms	Stay date	No. of nights	Rate	TOTAL
Standard Twin Beds	55	Feb 19-21, 2023	2	₱ 3,500.00	₱ 385,000.00
TOTAL ON ROOM ACCOMMODATION					₱ 385,000.00

2. Estimated Banquet /Meal Charges:

DATE	PACKAGE	RATE	GUARANTEED	TOTAL AMOUNT
February 19, 2023	Dinner	PHP 650.00	150 PERSONS	PHP 97,500.00
February 20, 2023	Dinner	PHP 650.00	200 PERSONS	PHP 130,000.00
TOTAL ON MEALS				PHP 227,500.00

TOTAL ESTIMATED CHARGES (ROOMS and BANQUETS)

= PHP 612,500.00

For check payment, payee should be:

SM PRIME HOLDINGS, INC. – PARK INN BY RADISSON NORTH EDSA

E. DEPOSIT/PRE-PAYMENT SCHEDULE

Upon acceptance of this agreement, Park Inn by Radisson North EDSA will require **NATIONAL COMMISSION ON MUSLIM FILIPINOS** to arrange payment of the following:

Item	Amount	Due Date
<ul style="list-style-type: none"> Contract duly signed by authorized signatory Certificate of Availability of Funds (CAF) Notice of Award or Notice to Proceed duly signed by an authorized representative Full payment thru ADA or Payment Advice 	Php 612,500.00	On or before February 17, 2023
<ul style="list-style-type: none"> Personal Incidental Charges 	TBA	30 days upon receipt of SOA On personal account of the guests; Cash Basis

A. CUT-OFF DATES

As at the date of this Proposal, the requested function space is available but is not currently being held for your event. Kindly advise us on or before **February 17, 2023** if you would like us to tentatively reserve the function space for you. Please note that space availability will be assigned on a first come first served basis.

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
t+63029441888 f+63029441889 parkinn.com/hotel-north-edsa

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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 on a definite basis, you will be advised and given a 48-hour right of refusal.

You have the option to confirm your booking or to release the space and the room block in writing any time prior to the expiry of the 48 hours.

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.

D. PAYMENT TERMS

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).

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: **PIRN00000048 (to be indicated on the deposit slip)**

For check payment, payee should be **SM PRIME HOLDINGS, INC. – PARK INN BY RADISSON NORTH EDSA**



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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.

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>.



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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
ATTY. MICHAEL MITO-ON J. ALI OIC, BMCA	

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.

Accepted on behalf of: **NATIONAL COMMISSION ON MUSLIM FILIPINOS**

Printed Name: **ATTY. MICHAEL MITO-ON J. ALI**
Designation: **OIC, BMCA**

Authorized Signature: _____
Date: _____


Offered on behalf of: **PARK INN BY RADISSON NORTH EDSA**

Printed Name: **MARIE C. TOLENTINO**
Designation: **Sales Manager**

Authorized Signature: _____


Noted By:

Printed Name: **MS. BOBBIE T. FRONDOZA**
Designation: **Director of Sales & Marketing**

Authorized Signature: _____


Approved By:

Printed Name: **MARISKA MARTHA OLALO**
Designation: **General Manager**

Authorized Signature: _____
