



*stay with us and feel the difference!*

Smallville Commercial Complex, Diversion Road, Mandurriao, Iloilo City  
Tel. No. (033) 501-6821 Cell No. 0917-3010021  
Email Add: smallville21iloilo@gmail.com

May 30, 2018

**ATTY. ELMIRA S. CRUZ-CAISIDO**  
Deputy Executive Director IV

**CONTRACT**

Thank you very much for booking with us. We wanted to confirm the following agreement stated below. **GOVERNMENT PROCUREMENT POLICY BOARD** and **SMALLVILLE21 HOTEL** represented by **Ms. Beverly R. Panique, Sales and Marketing Officer.**

**Date of Booking** : June 6-8, 2018  
**Occasion** : Seminar  
**Time** : 8 AM – 5 PM  
**Minimum Guaranteed** : 80 pax  
**Set – up** : Classroom Type

***Meals and Function***

***June 6, 2018***

80 pax w/ 2 Snacks and Lunch Buffet @ Php 695/pax Php 55,600.00

***June 7, 2018***

80 pax w/ 2 Snacks and Lunch Buffet @ Php 695/pax Php 55,600.00

***June 8, 2018***

80 pax w/ 2 Snacks and Lunch Buffet @ Php 695/pax Php 55,600.00

***June 5-7, 2018***

4 pax w/ Ala carte Dinner @ Php 395/pax Php 4,740.00

***Room Accommodation***

***June 5-8, 2018 (3 nights)***

(1) Standard Twin Rooms w/ Breakfast @ Php 2,150/room/night Php 6,450.00

***June 5-8, 2018 (3 nights)***

(1) Standard Twin Room w/ Breakfast @ Php 2,150/room/night COMPLIMENTARY

**TOTAL ESTIMATED BILL**

**Php 177,990.00**  
\*\*\*\*\* \

**BILLING ARRANGEMENT**

For Send Bill Arrangement:

The company shall be required to submit a duly signed Letter of Authorization (LOA), in the absence of a subsequent contract for a particular send bill request prior to an approval of such credit requirement with Smallville 21 Hotel. The LOA must contain the particular items for such request, specifying the detailed expense to be uncured by its authorized guests.

All charges incurred through this credit facility shall be deemed due payable without need of demand or notice within thirty (30) days upon receipt of the billing statement, or as maybe provided in separate contract otherwise indicating the terms of mode of payment agreed by both parties.

**CANCELLATION CLAUSE:**

Cancellation done thirty (30) days from the scheduled date shall be charged with a cancellation penalty of 50% of the total estimated bill, and 100% shall apply if cancellation is made fifteen (15) days from the date of the scheduled booking.


Deposits made by the organizer shall be deemed forfeited in favor of Smallville 21 Hotel in the event such cancellation is made due to the above stated conditions.

Please sign in the space provided below to signify your conformity to all specified foregoing terms and conditions, and that the same had been made clear and likewise fully explained.

Deposits of payment may be made at:

<b>Bank</b>	<b>: Metrobank</b>
<b>Account Number</b>	<b>: 499-349950357-2</b>
<b>Account Name</b>	<b>: Smallville 21 Hotel</b>
<b>Address</b>	<b>: Diversion Road, Mandurriao, Iloilo City</b>
<b>TIN</b>	<b>: 102-266-315-006VAT</b>

APPROVED BY:

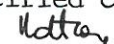
Pu:   
**MS. JUDITH S. JABINIGAY**  
Manager

CONFORME:

  
\_\_\_\_\_  
**ATTY. ELMIRA CRUZ-CAISIDO**  
Deputy Executive Director IV 

FUNDS AVAILABLE

Certified correct:

  
**KRISTINE DALE T. CORPUZ**  
Accountant III

Date: \_\_\_\_\_