



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

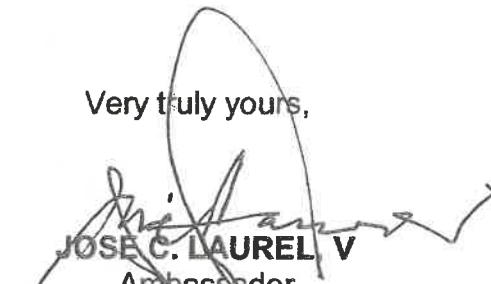
NOTICE OF AWARD

Date: 20 July 2021

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No.2021-003 dated 19 July 2021, the Philippine Embassy in Tokyo is awarding to the Imperial Hotel the procurement contract of a hotel meeting venue in order for the Philippine Ambassador to welcome the Philippine Olympic Delegation headed by PSC Chairman William Ramirez on Thursday, 22 July 2021 at the Imperial Hotel, in connection with the Tokyo Olympics 2020 to be held in Tokyo, Japan from 23 July to 08 August 2021 for the total amount of One Hundred Forty Two Thousand Four Hundred Fifty Japanese Yen (JP¥142,450) only, inclusive of taxes and other lawful charges, subject to the Department of Foreign Affairs' existing accounting and auditing requirements and subject to the signing of the Contract.

Very truly yours,



JOSE C. LAUREL V
Ambassador
Head of the Procuring Entity

Mr. Sho Okita
Assistant Manager, Personnel Office
Imperial Hotel, Ltd.
1-1 Uchisaiwai-cho 1-Chome Chiyoda-ku
100-8558
Tel.No. 03-3504-1111 ext. 4121

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Notice of Award (BAC Resolution No. 2021-003, Hotel Meeting Venue to Welcome Philippine Olympic Delegation)



IMPERIAL HOTEL
TOKYO

Sales Department
Imperial Hotel, Ltd
1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo
Main Tel: (03)3504-1111

Agreement for Banquet Reservation

Name of Banquet	Embassy of the Philippines				
Purpose of Banquet	Meeting				
Time and Date/ Venue/ Number of Guests	Date	Venue	Time	Style	Number of Guests
	July 22(THU), 2021	KUSUNOKI	16:30-18:30	Rectangular Table	5
	* The terms of the Banquet Hall rental are in accordance with the "Confirmation of Reservation" or "Estimate" made on July 19, 2021.				
Contact Information (Billing address)	Company Name	Embassy of the Republic of the Philippines			
	Division				
	Contact Person	Ms. Jackie Lou C. ONG			
	Address/Zip Code	5-15-5, Roppongi, Minato-ku, Tokyo			
	Telephone Number	080-7309-9251			
	* Billing address must be settled within 20days before the Banquet.				
Terms of Payment	Notwithstanding provisions of the Regulations, you shall pay the total cost related to the Banquet Hall rental (minus any amounts credited as Partial Payment and/or Advance Payment) by the following date, either in cash or by credit card. * August 31 st , 2021. Any excessive costs will be settled by credit card authorization form post event.				
Cancellation	If you cancel your reservation, or if you postpone the date of the Banquet, we will bill you a Cancellation Charge or Postponement Charge. In such cases, all or a part of any Partial Payment and/or Advance Payment will not be returned you.				
Regulations	Regulations are on the reverse side of this Agreement.				
We hereby agree to the Regulations of this Hotel (as stated on the reverse of this form) as if set forth above.					
Date: 20 JULY 2021					
Company Name: PHILIPPINE EMBASSY IN JAPAN			Imperial Hotel, Ltd		
Address: 5-15-5 ROPPONGI, MINATO-KU, TOKYO, JAPAN 106-8537			1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo		
Signature:			by:		
name: JOSE C. LAUREL V title: Ambassador			name: Kei Ayukawa title: Deputy Director, Sales Office		

Regulations

The Imperial Hotel maintains General Rules for the Use of Banquet Halls formulated to prepare and cater for all kinds of banquets to the best interest and satisfaction of banquet hall patrons and their guests. The client is cordially requested to note and comply with the provisions of the Rules stipulated below when ordering our banquet services.

Article 1. Banquet Hours and Services

- Kindly make all necessary arrangements in advance with our staff in charge, to assure that the use of the banquet hall and related services, including the preparation and removal of banquet facilities and supplies, will be completed within the predetermined span of time.
- Please comply with other rules of our hotel, enforced for the sake of more satisfactory utilization of our banquet services.
- Consequently, when the use of the banquet hall and related services exceed the agreed hours, additional charges will be required. However, there are occasions when we may not be able to comply with requests for an extension.

Article 2. Partial Payment

- Upon receipt of your reservations, we may request that you kindly make partial payment and specify the time for settlement of the remaining payments.
- The amount of said partial payment will be determined according to the specifics of your banquet.
- You shall make advance payment of the total estimated charges or the amount we specify by the day we specify.

Article 3. Terms of Payment

- Please note that the cost for the banquets (or the balance of the total cost less deposit or payment) must be settled within 20 days after the banquet, either in cash or by bank transfer.
- Should the deposit or payment exceed the actual cost, the balance will be refunded within 20 days after the banquet.

Article 4. Cancellation and Postponement Charges

When you cancel or postpone your reservation for your banquet, you will be requested to pay the following charge:

Date of Cancellation or Postponement	Cancellation and Postponement Charges
Contract date to 181 days before the day of event	10% of the Conference Room Charge
180-121 days before the day of event	30% of the usual room charge
120-91 days before the day of event	50% of the usual room charge
90-61 days before the day of event	80% of the usual room charge
60-31 days before the day of event	90% of the estimated charges for all reserved banquet services
30-11 days before the day of event	70% of the estimated charges for all reserved banquet services
10-1 days before the day of event	80% of the estimated charges for all reserved banquet services
Day of event	Total estimated charges for all reserved banquet services.

* In addition to the above, we shall include in billing any actual expenses that may have been incurred prior to cancellation, including, without limitation, production costs.

* For "estimated charges", the most recent estimate will be applied.

* Depending on the purpose of the function, you may be requested to agree to a contract different from the above.

Article 5. Number of Chargeable Guests

- Please inform our staff in charge, not later than noon of the day before the banquet (except Saturdays, Sundays and holidays), of the final, definite number of guests for whom dishes and drinks are to be prepared and served. We refer to these as chargeable guests. Notwithstanding the previous sentence, and depending on the nature of the banquet, we may specify an alternate time and date when you shall inform us of the number of chargeable guests.
- You will be requested to pay all the chargeable guests even in the case the number of guests actually attending the banquet is smaller than that made known to our staff in charge before noon on the previous day.

Article 6. Arrangements for Decorations and Entertainment

- Please assign a caterer designated by the hotel for decorations, flower arrangements, acoustics, lighting, entertainment, music, receptions, or any other equipment or services needed for your event.
- If you wish to assign a caterer directly appointed by you, kindly obtain the consent of the hotel in advance in order that arrangements may progress smoothly. In such case, your caterer may need to carry items in, carry out, place signboards and set up decorations, entertainment equipment, etc., and shall need to follow hotel policy in order to prevent damage to carpets, walls and other hotel property and to coordinate with other customers' schedules. Moreover, if the hotel determines the necessity for hotel staff to give direct guidance to your assigned caterer, a separate labor charge will become payable.

Article 7. Damages

- We request that you and all persons assigned to cater your banquet, including any caterers directly appointed by you, take good care not to cause any damage to the buildings, structures, carpets, walls, ceilings furniture and fixtures of our hotel.

- Kindly note that in the event of any damage of any of the articles mentioned in the preceding article, you or any person assigned to cater for your banquet will be required to repair the damaged article or pay for the consequential damages.

Article 8. Policy on Use of Caterer

With prior consent of our hotel, the caterer you have directly appointed may also conduct arrangements for decorations and other requirements, provided that the hotel policy is followed as to the manner of bringing in and taking out of equipment or goods, the size of signboards, and method and location of installation.

Article 9. Prohibited

- Please refrain from any of the following, all of which are forbidden:
 - Possession of pet animals such as dogs, cats and birds;
 - Possession of inflammable or other dangerous substances;
 - Possession of malodorous substance;
 - Any conduct running counter to the laws, public order and custom or causing a nuisance to other guests of our hotel;
 - Entertainment that causes loud noise and/or vibrations;
 - Relocation of fixtures;
 - Use of the banquet hall for any other purpose than that specified and agreed upon in making the reservation;
 - Any other act forbidden by law and other regulations;
 - If an attendee at a banquet, etc., shows signs of a contagious disease, which may adversely affect the health of others, we may refuse the use of our facilities.
- If a customer wishes to attend a banquet, etc., and falls under the below-mentioned (1,2,3) forbidden categories, we will cancel such application, even if the applicant has already provisionally received permission or further seeks to make application for the use of our facilities. Kindly note all of the following are forbidden:
 - Applications from organized crime syndicates;
 - Applications from extremist groups.
 - Applications from anti-social groups.

Should a representative person make application on behalf of any forbidden group, as designated by the Prefectural Public Safety pursuant to the Act on Prevention of Unjust Acts, by Organized Crime Group Members or any other anti-social groups (enacted March 1, 1992) we may refuse it accept it.
- If the Hotel determines that there is a substantial risk of inconvenience or annoyance to other guest or neighboring areas due to protests, harassment, etc., at the implementation of your banquet or any other event, your application for a reservation will be refused.

Article 10. Cancellation of Reservation

Should any of the followings occur, we may cancel your reservation.

- Customers or guests attending banquets, etc. (1) through (9) who contravene or who threaten to contravene the terms of this Agreement, and in particular the following Nos. 2 & 3.
- Application fee: please note that if you fail to make advance payment, or partial payment, by the specified cut-off date, we may cancel your reservation, and request that you pay a sum equivalent to the losses that we incur in the event of such cancellation. If an incident relating to the preceding article (9) forbidden acts occurs, which results in cancellation of the reservation for the banquet, etc., again you may be required to pay for any damages.
- An act of God: when a banquet hall is rendered unavailable due to natural disaster or to any other reason beyond our control, in no event shall we be liable for any damages due to such cancellation.

Article 11. Others

Kindly be advised that in the event of a natural disaster or other emergency related to the safety of guests and customers, we may make an emergency broadcast during a banquet.

Article 12. Validity of this Agreement

In the event of changes, revisions or any other relevant modification with respect to this Agreement we confirm that we have agreed to the contents of this Agreement and obtained in advance in writing or by e-mail the consent of the other party.

Article 13. Changes to the Terms

- These Terms fall under the terms and conditions of the Civil Code of Japan. Each of these Terms shall be amended in accordance with the provisions of the Civil Code if there are reasonable grounds that conform to the general interests of the customer.
- Changes to these Terms will apply from the date of effect specified at the time of publication by posting the contents of the revised provisions on the Company's designated website. In the event of any such change to these Terms, the customer will be notified in writing or by e-mail of the relevant changes.

* **Food Allergy** If the client needs advice regarding food allergies, he should notify the sales coordinator. In such cases, we will endeavor to remove any and all allergens during the preparation of particular meals. Since we cannot guarantee total removal, however, we will leave the final decision of consumption to the discretion of the guest.



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン共和国大使館
TOKYO, JAPAN

NOTICE TO PROCEED


Date: 20 July 2021

Sir:

Please be informed that pursuant to the Notice of Award dated 20 July 2021 issued by the Philippine Embassy in Tokyo, **the Imperial Hotel** is hereby given this **Notice to Proceed** for the procurement of a hotel meeting venue in order for the **Philippine Ambassador to welcome the Philippine Olympic Delegation** headed by PSC Chairman William Ramirez on Thursday, 22 July 2021, in connection with the Tokyo Olympics 2020 to be held in Tokyo, Japan from 23 July to 08 August 2021 for the total amount of One Hundred Forty Two Thousand Four Hundred Fifty Japanese Yen (JP¥142,450) only, inclusive of taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003."

Very truly yours


JOSE C. LAUREL, V
Ambassador
Head of the Procuring Entity

Mr. Sho Okita
Assistant Manager, Personnel Office
Imperial Hotel, Ltd.
1-1 Uchisaiwai-cho 1-Chome Chiyoda-ku
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Notice to Proceed (BAC Resolution No. 2021-003, Hotel Meeting Venue to Welcome Philippine Olympic Delegation)

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