

December 22, 2025

MS. OLIVIA G. COO
OIC, Office of the Chairman
Philippine Sports Commission

EVENTS CONTRACT
Philippine Sports Commission
 Tuesday / January 13, 2026
 300 persons

Dear **Ms. Co,**

Warm greetings from Diamond Hotel Philippines!

Thank you for choosing Diamond Hotel Philippines to provide guest rooms and banquet accommodation to your guests attending the **Philippine Sports Commission** event on **January 13, 2026**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

Further to our discussion, we are very pleased to submit the following information for your confirmation. In view of this, please find below the following arrangements made to make your event successful and memorable.

FUNCTION ROOM BLOCKING

We are pleased to be reserving the following rooms according to your inquiry requirements.

Date	Time	Function	Room	Setup	Agr	Status
January 13, 2026 Tuesday	8:00AM – 5:00PM	Wholeday Meeting	Diamond Ballroom	Rounds	300	CONFIRMED

- Standard ingress/egress is (2) hours before/after the event. Applicable minimum ingress/egress fees shall apply for events that require early set-up time and is strictly subject to availability.
- Clients may use the venue during the specific time stated in the contract . The hotel has the right to offer function space to other groups for a dinner function.
- Pre-ordered food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rental fee shall apply.
- Smoking in the function room is strictly prohibited.
- Should there be a significant increase or decrease in your attendance, the hotel reserves the right to reassign the appropriate function space.
- A 15% surcharge will be automatically incorporated on top of agreed rates for events that increase in guaranteed number one day prior to the event.

BANQUET RATES AND INCLUSIONS

WHOLEDAY MEETING PACKAGE 2

Php 2,500.00 net per person

- Morning Snack
- Classic Buffet Lunch
- Afternoon Snack
- Free-flowing coffee or tea

**Above rates are inclusive of all taxes and service charge*

SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS

CORKAGE:

PHP 1.00 per ml for standard brands and PHP 2.50 per ml for premium brands should you wish to bring in bottled wines inside the function room

BANQUET CONCESSIONS

For your patronage with Diamond Hotel Philippines, we are pleased to extend the following concessions.

- ◆ Use of function room for a minimum number of guaranteed persons
- ◆ PA System / Tape Deck / CD Player
- ◆ LCD Projector and Screen
- ◆ Free WIFI Connection
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Wired/Wireless Microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Standard physical arrangement
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons
- ◆ Special parking flat rate of PHP 200.00 net per coupon for the rest of the attendees

FUNCTION ROOM RENTAL

We are pleased to waive the room rental of the function room for a specified number of guaranteed persons or an equivalent minimum revenue requirement. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.

ESTIMATED BANQUET CHARGES

Date	Particulars	Total
January 13, 2026	Wholeday Meeting for the first 300 persons at Php 750,000.00 net	PHP 750,000.00
	TOTAL BANQUET CHARGES:	PHP 750,000.00 NET

TERMS AND CONDITIONS

For accounts with credit line:

Banquet payments will be charged to **PHILIPPINE SPORTS COMMISSION** thru Send Bill Arrangement. Purchase Order & Letter of Authorization is required upon signing of the contract to facilitate the Send Bill Arrangement. CAF WITH OBR NUMBER is strictly required on five days (5) before the event.

You can remit your payment to: Philippine Diamond Hotel &Resort, Inc.

Bank Name and Address: METRO BANK, Adriatico Branch, Ermita, Manila
METRO BANK (Adriatico branch)

3610-003347 (Peso account)
2610-001097 (Dollar account)
Swift code MBTCPHMM

PRIVACY STATEMENT

Diamond Hotel Philippines pledges to fully comply with the requirements of the "Data Privacy Act of 2012" and internationally recognized standards of data privacy security and protection.

By signing this contract, you agree that Diamond Hotel Philippines will collect, use, share, disclose, retain and dispose of collectively your personal data and information and that of the individuals which you may provide or which Diamond Hotel Philippines may obtain from you in connection with your transaction relevant to your individual or groups room reservations, conference bookings, outside catering, socials, schools, association, government and corporate events, food and beverage booking arrangements and other hotel services as required and necessary to deliver the services and product of Diamond Hotel Philippines based on our signed contract.

You also declare and confirm that the personal data and information transmitted to the Hotel are accurate and that the necessary consent was obtained from the individual whose personal data and information will be processed.

Please note that Diamond Hotel Philippines will process personal data and information only to the extent necessary to effect the supply of services purchased and the processing of the transaction. For further details on Diamond Hotel Philippines' policy on Data Privacy, please visit our website at www.diamondhotel.com

POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

For Banquets:

For cancellations, the PATRON shall pay 50% of the expected banquet revenue if cancellation is made 61 to 90 days before the function. 100% payment of the expected banquet revenue if cancellation is made 60 days and less.

Force Majeure: The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

TERMS AND CONDITIONS

Guaranteed Number of Persons

- The HOTEL shall charge the PATRON for the guaranteed number guests OR actual number of persons whichever is higher.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons. If the actual cover exceeds the 10% allowance - set up and food, replenishment shall be subject to the availability of stock and operating supplies. Diamond Hotel Philippines will do its best to accommodate and deliver service on time for any last minute (if notice is received less than 24-hours prior to affected meal period) increase in the guaranteed minimum. Diamond Hotel Philippines will recommend to the Client substitution of item if in case fortuitous event occurs.

DH
DIAMOND HOTEL
PHILIPPINES

We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

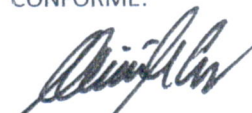
We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.

Very truly yours,


ANDREA PUNZALAN
Events Executive
DIAMOND HOTEL PHILIPPINES



CONFORME:


MS. OLWIA G. COO
OIC, Office of the Chairman
PHILIPPINE SPORTS COMMISSION



NOTICE OF AWARD

19 December 2025

MS. ANDREA PUNZALAN

Events Executive

PHILIPPINE DIAMOND HOTEL & RESORT, INC.

Roxas Blvd., corner Dr. J. Quintos St.,
Malate, Manila.

Dear Ms. Punzalan:

We are pleased to notify you that your quotation for the *Rental of Venue with Meals and Technical Equipment for the PHINADO Anti-Doping Education Session for Team Philippines in the ASEAN Para Games 2025*, with a **Contract Price of Seven Hundred Fifty Thousand Pesos (₱750,000.00)**, in accordance with **Section 35.9 of R.A. 12009 and its IRR**, is hereby **accepted**.

Please acknowledge receipt and acceptance of this Notice by signing the conforme portion below.

Very truly yours,

EDWARD L. HAYCO

OIC, Office of the Chairman

Conforme:

MS. ANDREA PUNZALAN

Events Executive

PHILIPPINE DIAMOND HOTEL & RESORT, INC.

Roxas Blvd., corner Dr. J. Quintos St.,
Malate, Manila.

December 19, 2025
DATE



NOTICE TO PROCEED

22 December 2025

MS. ANDREA PUNZALAN

Events Executive

PHILIPPINE DIAMOND HOTEL & RESORT, INC.

Roxas Blvd., corner Dr. J. Quintos St.,

Malate, Manila.

Dear Ms. Punzalan:

Notice is hereby given to **PHILIPPINE DIAMOND HOTEL & RESORT, INC.** that performance for the project **Rental of Venue with Meals and Technical Equipment for the PHINADO Anti-Doping Education Session for Team Philippines in the ASEAN Para Games 2025** shall commence effective on the date after receipt of this notice.

As such, **PHILIPPINE DIAMOND HOTEL & RESORT, INC.** is responsible for performing the required services as stipulated under the terms and conditions of the attached Contract and in accordance with the Implementation Schedule as noted.

Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per **COA Circular No. 2023-004** dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the: **Rental of Venue with Meals and Technical Equipment for the PHINADO Anti-Doping Education Session for Team Philippines in the ASEAN Para Games 2025**

1. **Letter of Request for Payment;** and
2. **Statement of Account / Billing**

Very truly yours,

OLIVIA G. COO

OIC, Office of the Chairman

Conforme:

MS. ANDREA PUNZALAN

Events Executive

PHILIPPINE DIAMOND HOTEL & RESORT, INC.

Roxas Blvd., corner Dr. J. Quintos St.,

Malate, Manila.

December 22, 2025

DATE