

**Agreement for Event organized by
Ministry of Transport & Communication
From 31st August to 2nd September 2022**

MGallery | Nay Pyi Taw by Sofitel
Dekkhina Thiri road, East Nay Pyi Taw, Nay Pyi Taw, Myanmar

Tel. + 95 67 810 5059, Fax + 95 67 8105060



Mr. Min Min Htut

Director

Ministry of Transport and Communication

Post & Telecommunication Department

Nay Pyi Taw, Myanmar

Dear Mr. Min Min Htut,

Thank you for choosing MGallery Nay Pyi Taw by Sofitel!

We are dedicated to ensure that every aspect of your event is flawless and matches our outstanding reputation for service and professionalism.

MGallery brand promise of ensuring great meeting experiences with top-of-the-line services and well-equipped meeting facilities furnished with cutting-edge technology. MGallery offers consistent quality that guarantees the success of all meetings and functions.

MGallery hotels are committed to offering tailored services that help guests achieve successful meetings. Hotels provide dedicated coordinators for events and offer innovative breaks and leisure activities to accommodate meeting delegates. Along with creating ideal solutions for all types of meetings, MGallery hotels are committed to providing the best hospitality experience to all customers, whether they are visiting for business or leisure.

At MGallery Nay Pyi Taw By Sofitel! , our professional and creative team of event planners overseen by an expert Event Manager, are on-hand to ensure a flawless affair from start to finish. This team, along with innovative technology, beautifully appointed venues and meeting spaces, and sublime catering options, guarantees an unparalleled occasion.

The following offer is based on your current requirements, but can easily be adjusted or changed to your needs.

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Received "ASEAN Green Hotel Award" at ASEAN Tourism Forum 2020.
Received "ASEAN Mice Venue. Standards Award (AMVS)" at ASEAN Tourism Forum 2020.
Received "Trip Advisor Travelers' Choice 2020, 2021 & 2022" Award
Received "Travelers Review Award 2021" from Booking.com
Received "Superb 9.4 in 2021" award from Hotels.com
Experience on the Event of MGallery 2015-2019
Experience on International Ministerial ASEAN Meeting above -40 Times
Experience on International Sea Game
Experience on Investment forum at MICC 2 for above 1000 Persons
Experience on Wedding and Gala Dinner on above 1000 Persons
Experience on outside catering of above 1000 Persons
Experience on Higher Delegation Event and state Counsellor Host Event
Experience on Embassy Event above 30 Times
Experience on BIMSTEC Meeting above 10 Times

SUPERIOR ROOM WITH BALCONY



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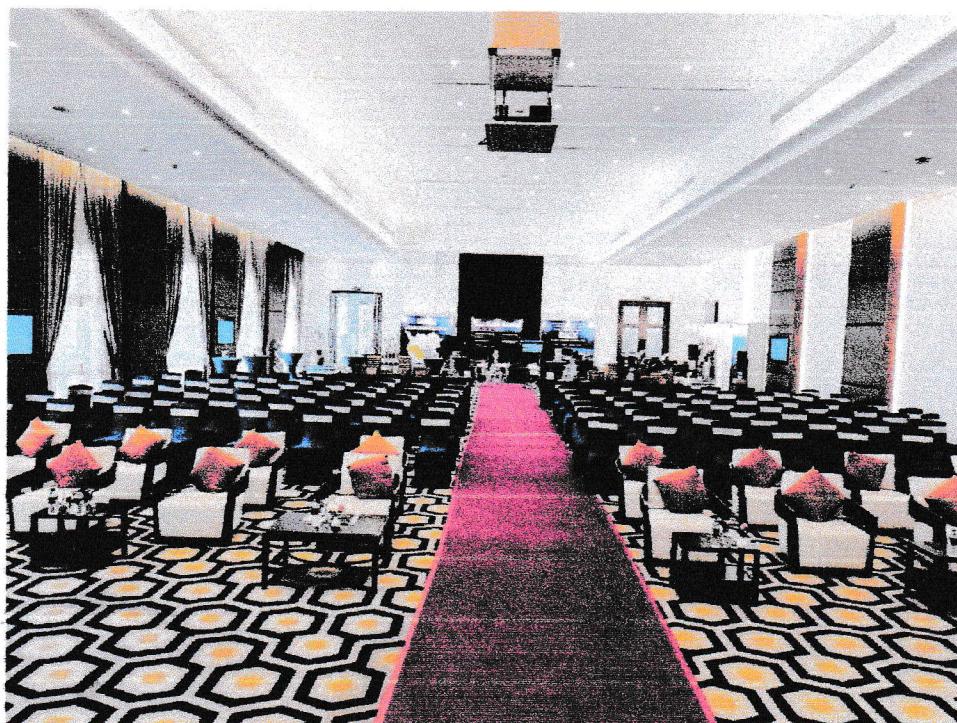
SPECIAL ACCOMODATION RATE OFFER FOR MINISTRY OF TRANSPORT AND COMMUNICATION

Room type	Check In Date	Check out Date	Net Price (per room per night)	Remark
Superior Room Single	01.08.2022	30.09.2022	Ks. 90,000 per room per night	Special Rate for this event
Superior Room Double	01.08.2022	30.09.2022	Ks. 110,000 per room per night	Special Rate for this event

ROOM FACILITIES INCLUDE,

- Daily breakfast at the Restaurant.
- Room size starting from 38 sq. to the largest suite at 72sq m
- 42- Inch Flat Screen LCD TV with wide selection of local and international channels.
- Complimentary coffee and Tea at the room.
- Complimentary 100 mbps high speed wired and wireless internet access
- Complimentary welcome drink on upon arrival
- Daily replenishment of amenities (2 bottles of mineral water, coffee and tea sachets)
- Complimentary use of Fitness Center, outdoor swimming pool and tennis-court
- Free enrollment for Accor Live Limitless member

IRRAWADDY BALLROOM



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SPECIAL ACCOMODATION RATE OFFER FOR MINISTRY OF TRANSPORT AND COMMUNICATION

Event Date	Meeting Package	Number of Guest	Rate USD (Net Per Person)	Venue
31 August, 1 st Sep & 02 nd Sep 2022	Full Day Meeting Package (2 Coffee Break and Lunch)	70 Guests (Guaranteed)	USD 25 Net per person	Complimentary
	Half Day Meeting Package (1 Coffee Break and Lunch)	70 Guests (Guaranteed)	USD 22 Net per person	Complimentary
	TV Rental Charge	1 per set	USD 20 Net per set (Total 240 net for 4 sets for 3 Days)	Complimentary
	Vinyl Backdrop Charges	1 set	USD 85 net per set (Designed by Organizer)	Complimentary
	Video Conferencing Premium Package Charges	1 Set	USD 180 net per day (Special one webcam and 2 set of Mic-Speaker/Section)	Complimentary
	Conference Microphones	1 set	USD 90 net per day Complimentary for this event.	Complimentary

MEETING FACILITIES

- Water bottles with Glasses
- One Registration Table with chairs and One Digital Signage
- Podium and Microphone and Engineering staff standby
- One Audio System with 03 Wireless Microphones
- Standard Flower Arrangement
- Wi-Fi Internet Access
- Papers, Pens or Pencils and Candies
- 02 Flip-Charts stand with Papers and marker pens
- Complimentary one projector screen

Note : Payment in Kyats will be accepted and calculated with the exchange rate Ks 1,850 per USD for whole event as per requested by organizer from ministry of transport.

PRECAUTIONS PROVIDED BY BANQUET AND FOOD & BEVERAGE DEPARTMENT AT HOTEL

- All employees wear masks, face shield, aprons and gloves when preparing or touching food and services.
- Hand Sanitizer and function room is sprayed with chemical then seal to entrance door of function rooms.
- Interior surfaces including restaurant table tops and chairs are sanitized, arrange tables and chairs with glass/partition for social distancing, assign service staffs separately and adapted standard procedures of storage area, follow new cleaning and disinfection procedures of MOHS.

Note : Hotel would request guests to cooperate and follow the precaution arrangement which are set up according to guidance of the local authorities and MOHS.

DEPOSIT

- It is required to place a deposit to confirm the booking of your Accommodation/function/event.
- If the deposit is deemed refundable it will be taken off the full amount of the bill on the night of your Function/event.
- 50% Non-refundable deposit required upon agreement either in cash or credit card or bank transfer details mentioned in this agreement and to be settled after confirmation of event.

CANCELLATION

In the event of your function being cancelled the following charges will be applied:

- If notice is given 1 month prior to the event, 25% of the whole event and accommodation charges as cancellation fees will be accessed by organizer.
- If notice is given less than 2 weeks, 50 % of the whole event and accommodation charges as cancellation fee will be accessed by organizer.
- If notice is given less than 1 week, the full amount of the whole event & accommodation charges to be settled by the organizer.

CONFIRMATION OF SERVICE

The above rates and special offers are our special arrangement for HMA - Hospital Management Asia in NPT only. Please note that the space of event has been blocked for your event and space. If there is date changes, the event space will be subject to the availability on the date of postponement, Hotel will let organizer to know the available event space then will be re-confirm again.

Additional Booking Terms & Conditions

- The client shall be responsible for any damage or destruction of the Hotel and its property.
- The client will not affix or display in any part of the Hotel any signs, posters or promotional materials without the prior consent of the Hotel's Management.
- The client will comply with all reasonable requests and directions from the Hotel's Management.

BANK TRANSFER INFORMATION

Myanmar Bank Information:

Ayeyarwady Bank (USD)

Beneficiary Name	: The Lake Garden MGallery
Bank Address	: 149, Bo Aung Kyaw Street, Between Merchant Road and Mahabandoola Road, Kuauktada Township, Yangon, Myanmar
Bank A/C Number	: 10000780980 (USD)
Beneficiary Bank	: Ayeyarwady Bank (Branch- Ygn 2)
Beneficiary Bank Swift Code	: AYABMMYY
Ayeyarwady Bank (MMK)	
Beneficiary Name	: MGallery By Sofitel Nay Pyi Taw
Bank Address	: No 110,111,112, Thiri Yadanar Shopping Complex, Nay Pyi Taw, Myanmar
Beneficiary Bank A/C Number	: 10000818456 (MMK)
Beneficiary Bank	: Ayeyarwady Bank (Nay Pyi Taw Branch-1)

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EVENT CONFIRMATION

The details quoted in this agreement are correct at the time of writing and based on our understanding of the needs of successful corporate meetings and of your own specific requirements.

This proposal is valid for 10 days from date of issue (unless extended by mutual agreement in writing) and implies no formal commitment by the hotel to hold space during this time or provide services.

I have read and understood the Venue and Accommodation Hire Conditions and guarantee payment of the relevant charges for the above named event.

Signed for and on behalf of the above named company and client by:

After the Hotel acknowledges receipt of the above Event Confirmation, along with the Terms and Conditions and Payment Confirmation Form - a booking will be created and held tentatively. Upon finalization of the NON-REFUNDABLE deposit, function and accommodation space will be guaranteed as a definite event.

Once signed and completed, please return via email H9096-SL@accor.com. I will contact you again within a few days to discuss this proposal further; however, if I can be of any assistance in the interim,

I encourage you to contact me directly on Tel: 959444478362 or Email: H9096-SL@accor.com. I look forward to hearing from you soon.

Prepared By:

Khin Chaw Su Hlaing@ Ivy
Snr. Assist Sales Manager
MGallery Nay Pyi Taw by Sofitel

Agreed By:

Mr. Min Min Htut
Ministry Of Transport & Communication
Nay Pyi Taw

Acknowledged by

Lay Su Yin (Ms.)
Director of Sales & Marketing
MGallery Nay Pyi Taw by Sofitel

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