 DUKA BAY RESORT, INC.

Barangay Duka, Medina, Misamis Oriental, Philippines

*Tel #:* (088) 331-2288 to 91 *Fax #*: (088) 331-2290

*Mobile # 09177942759/* ***09151961483***

***TIN: 000-579-034 VAT***

[contact@dukabayresort.com](mailto:contact@dukabayresort.com) [venipr@yahoo.com](mailto:venipr@yahoo.com)

October 18, 2016

**QUOTATION**

**ENG’R. ALAN L. ATEGA**

School Director

**AGUSAN BUSINESS & ARTS FOUNDATON INC.**

999 j.c. Aquino Avenue, Butuan City

[agusan\_colleges@yahoo.com.ph](mailto:agusan_colleges@yahoo.com.ph)

Dear Eng’r. Atega:

Greetings!

We wish to offer you our venue, room accommodation and facilities at Duka Bay Resort for your event, as follows:

NAME OF FUNCTION **: CHRISTMAS PARTY**

DATE : **December 23, 2016**

GUARANTEED PAX : **30 Pax**

VENUE : **PATIO**

MEALS (Php350**.**00/pax) : **Php10,500.00**

ROOM ACCOMMODATION : **PHP12,300.00**

* **Beach House good for 10 x 2 @Php3,900.00**
* **Beach House good for 12 @ Php4,500.00**

**TOTAL AMOUNT OF PACKAGE : Php22,800.00**

**DUKA BAY/2**

**INCLUSIONS:**

* 4-hour Use of the Patio
* Managed Buffet for 30 pax
* Sound System with Mic
* Buffet Table with Centerpiece
* Linen-covered Tables and Chairs
* Standby Uniformed Servers

**TERMS AND CONDITIONS:**

* To guarantee the function arrangement being booked, DBRI requires a non-refundable reservation equivalent to 10% of the total package, the same of which is deductible from the total package. 50% of the total package must be paid upon signing of the Contract. Balance and other incidentals must be paid upon check-out. Any other food, beverage and incidentals not covered by the Contract are charged to guest’s personal account.
* Accounts that remain unpaid beyond the agreed terms on the Contract shall accrue an interest equivalent to 2% of the remaining balance.
* Payment may be deposited to our Savings Account at the **Banco de Oro Gingoog City Branch, Account Name: Duka Bay Resort Inc., 0314 000 5266**. Please email the deposit slip to [**venipr@dukabayresort.com**](mailto:venipr@dukabayresort.com)
* The engagers/guests shall give a list of equipment to be brought inside the Duka Bay Resort and shall secure a corresponding entry pass for such.
* The engager/guests may not engage in any marketing activity within the DukaBay premises unless previously cleared with the Sales and Marketing Office.
* Duka Bay Resort shall not be liable for failure to comply to this agreement due to

force majeure, labor disputes, natural disaster, or other causes beyond the

control of management.

**DUKA BAY/3**

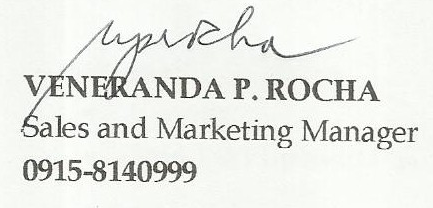
**FUNCTION ROOM GUIDELINES:**

* May be used only within the time and date specified on the Contract
* Please use only “Masking Tape” to hold visual aids
* The following materials are not allowed: Double Adhesives, Hooks, Pins, Packaging Tapes

**CANCELLATION POLICY:**

* 5 days notice – 20% of the total package
* 1 day before the function and on date cancellation – “No Refund” Policy applies.
* In case function package has been fully paid, the entire amount paid is forfeited in favour of DBRI.
* Cancellation of the event must be advised to DBRI two (2) weeks prior. Refund may be claimed 1 week after filing of cancellation.

We look forward to hearing from you, soon!

****Very truly yours,

**0915 1961 483**