

## QUOTATION

To: Ms. Felina Dolandolan  
 Company: Mines and Geoscience Bureau  
 Email: rome\_ome@yahoo.com  
 Contact No.: 9471935413

Date: \_\_\_\_\_  
 Booking #: \_\_\_\_\_

Dear Sir/Madam:

We are pleased to submit our quotation contract regarding your stay at ISLA DE POTIPOT HOTEL AND BEACH RESORT

DATE OF STAY:	Nov. 14 to 16	ETA:	12:00NN
TYPE OF STAY:	Overnight/Day Use	CHECK IN:	2:00PM
NUMBER OF PAX:	230	CHECK OUT:	12:00NN

ACCOMMODATION DETAILS	Particular	Total Pax	Pax per Rm	No. of Rms.	No. of Nights	Unit Price	Amount
Beachfront		6	6	1	2	8,000.00	16,000.00
Deluxe Room		6	2	3	2	3,500.00	21,000.00
<b>Total Pax</b>		<b>12</b>					

**Total Accommodation Charges: 37,000.00**

FOOD SERVICE DETAILS						
Date	Serving Time	Meats	No. of Pax	Service	Unit Price	Amount
Nov. 15, 2017	AM Snack		230	Plated	130.00	29,900.00
	Lunch		230	Managed Buffet	250.00	57,500.00
	PM snacks		230	Plated	130.00	29,900.00
Nov. 16, 2017	Breakfast		15	Plated	<b>Free</b>	
	AM Snack		230	Plated	130.00	29,900.00
	Lunch		230	Managed Buffet	250.00	57,500.00
	PM Snack		230	Plated	130.00	29,900.00

**Total Food Charges: 234,600.00**

ADDITIONAL CHARGES						
Particular	No. of Pax				Unit Price	Amount
Extra Person	3	2 days			750.00	4,500.00

PACKAGE INCLUSIONS:	<b>TOTAL BILLING</b>
Room accommodation with aircon, cable tv, electric kettle, toiletries (soap, shampoo, toothbrush, and toothpaste) and refrigerator. Free breakfast for pax Salakot Open Area Day 1 Multi Purpose Function Day 2 Projector and Projector Wall Sound system with microphone	<b>276,100.00</b>

### BOOKING POLICY AND CLIENT CONFIRMATION

PLEASE SIGN ON THIS QUOTATION SO THIS WILL SERVE AS YOUR CONFIRMATION AND ACCEPTANCE OF OUR OFFER


AND THAT YOU HAVE AGREED TO OUR COMPANY BOOKING TERMS AND CONDITIONS OF ISLA THE POTIPOT HOTEL AND BEACH RESORT

1. All inquiries and quotation of Rooms/Cottages/Venues without payment deposit will be automatically being given to confirmed guest with payment deposit without prior notice
  2. Upon confirmation of reservation please always call us to check Room/Cottage/Function availability before and after making payment.
  3. We require 50% down payment or full payment for reservations.
  4. **FIRST TO PAY, FIRST TO RESERVE BASIS**
  5. Upon confirmation client must send their deposit slip thru email and then upon arrival kindly present it to Front desk.
  6. Confirmation of reservation must be done 3 working days or as soon as possible prior to check-in-date.
  7. Food Corkage - 30 per head, You may bring water, bread, cookies
  8. No refund of downpayment/fullpayment in case of cancellation reservation for what ever cause whether fortuitous events or not
- You can rebook at the dates of your choice (within 2-3 months) provided the rooms, venue and amenities of your choice are available on such dates

**PRICES MAY BE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE**

Very truly yours,  
 \_\_\_\_\_  
 Mr. Rjay Abelon  
 Marketing Officer

Noted By  
 \_\_\_\_\_  
 Ms. April Joy D. Adremos  
 Accounting Supervisor

Conforms:   
**NOEL B. LAGADIN**  
 Chief Geosciences Division  
Name of Client / Signature / Date

Approved by:  
 \_\_\_\_\_  
 HEE Jr.  
 COO