

14 October 2020

Ms Hanisah Mohd Ramli
Competitiveness Department
MALAYSIA PRODUCTIVITY CORPORATION (MPC)
Address: Please advise

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Mobile : 6012- 655 4909
Email : hanisah@mpc.gov.my

Dear Ms Hanisah,

**1ST REVISED QUOTATION FOR MPC – STRATEGIC SESSION FOR NATIONAL
COMPETITIVENESS ON 06 – 08 NOVEMBER 2020 (FRI-SUN/3D2N)**

Greetings from Avillion Admiral Cove!!

Thank for your interest in our resort. Avillion Admiral Cove is a prestigious waterfront hotel located in Negeri Sembilan's Port Dickson. Sitting on 100-acre of seaside tranquility, it adjoins the world class Admiral Marina & Leisure Club.

A mere 10-minute's drive away from its sister hotel, Avillion Port Dickson, Avillion Admiral Cove hotel features architecture design that reflects Malaysia's rich colonial heritage with a modernistic twist and an expansive view of the famed Straits of Malacca.

All rooms are designed with a clean contemporary feel that is inspired by its surrounding architecture and serene ambiance of the marina and the sea. The hotel offers 316 spacious rooms, each providing a perfect getaway in tranquility.

The quotation for your meeting requirements is attached. No space has been reserve and all space is subject to availability upon date of confirmation.

Thank you and we will be contacting you soon to run through the details of the attachment.

Yours sincerely,

~Via Email~

GOH SIEW HOONG
Asst. Director of Sales
Avillion Hotel Group
Kuala Lumpur Sales Office

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Fax : +603 – 2262 0289

Mobile : +6016 – 339 914 1
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Avillion Admiral Cove (624724-T)

Kuala Lumpur Sales Office

5½ Mile Jalan Pantai
71050 Si Rusa Port Dickson
Negeri Sembilan Malaysia
T : +606 – 647 0888 F : +606 – 648 2444
Reservations T : +603 – 2262 0288 F : +603 – 2262 0289

Unit 8E Level 8 Wisma YPR
No.1 Lorong Kapar Off Jalan Syed Putra
58000 Kuala Lumpur.
T : +603 – 2262 0129 F : +603 – 2262 0289

(A)**(B) ACCOMMODATION ARRANGEMENT**

Check -In : 06 November 2020, Friday
 Check-Out : 08 November 2020, Sunday
 Duration : 3 Days / 2 Nights
 No of person : 22 persons
 Type of Room : Straits Studio
 No. of Rooms : 22 rooms

(B) MEETING ARRANGEMENT

Date / Time : 06 - 08 November 2020, Friday to Sunday
 No of person : 22 persons
 Set up : Kindly advise
 Backdrop : Kindly advise wording for the backdrop
 Meeting requirement : Kindly advise detail for your meeting requirement

(C) RESIDENTIAL MEETING PACKAGE (PER PERSON PER NIGHT BASIS)

| Room Category | Bed Inventory | | Single Room Basis | Twin-Sharing Basis |
|--------------------------------|---------------|------|---------------------------|---------------------------|
| | King | Twin | | |
| Straits Studio (View Block) | 40 | N/A | RM 396.40 nett per person | RM 316.40 nett per person |

Residential + Meeting Package

RM396.40nett per night x 22pax x 3days 2nights = RM17,441.60

Total Package of 3Days 2Nights Package Inclusive of:

- 02 x Night Accommodation (single occupancy @ Straits Studio)
- 02 x Buffet Breakfast
- 02 x Morning Tea / Coffee Break (2 snacks item)
- 02 x Buffet Lunch
- 01 x Afternoon Tea / Coffee Break (2 snacks item)
- 02 x Buffet Dinner
- 02 x Supper (2 snacks item)
- 01 x Usage of meeting room
- 01 x Wired Microphone with PA system
- 01 x White Screen
- 01 x LCD Projector
- 04 x Extension Cord
- Whiteboard / Flipchart with markers & duster
- Writing materials, mineral water & mints
- Internet access

(D) OTHER MEAL ARRANGEMENT

| Meal | Rate | Remarks |
|-----------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Barbeque Dinner | RM 50.00 nett per person | Rate applicable for participant taking from the above Residential Package without Normal Dinner & Supper on the actual dinner night |
| | RM 80.00 nett per person | Rate applicable for Invited Guest (not taking from the above Residential Package) |

(E) MEETING EQUIPMENT RENTAL – OPTIONAL:

| Equipment | Rental Charge |
|---------------------------------|--------------------------------------------|
| TV / VCR | RM 1,200.00 nett per set per day |
| LCD Projector | RM 800.00 nett per unit per day |
| Collar Microphone | RM 120.00 nett per unit per day |
| Cordless Microphone | RM 100.00 nett per unit per day |
| Table Microphone | RM 80.00 nett per unit per day |
| Extension Power Cord | RM 15.00 nett per unit per day |
| Karaoke Set | RM 1,200.00 nett per unit per day |
| Internet Access in Meeting Room | RM 600.00 nett per unit per day |
| Utility Charged for Karaoke Set | RM 500.00 nett per unit per 4 hours |
| Flipchart or Whiteboard | RM 80.00 nett per unit per day |

(F) TERMS AND CONDITIONS**Rates**

- ❖ All rates are quoted in Nett and **inclusive** of 10% service charge.
- ❖ Rates are applicable for a minimum group size of **30 persons**. Group with lower group size will be subject to surcharges.
- ❖ Tourism Tax is chargeable @ **RM10.00 Nett** per room per night for **NON-Malaysian** upon check in.
- ❖ Rates offered are **not valid during of public holidays & on public holidays**.
- ❖ Rates are valid for a **period of 2 weeks** and subject to change by the resort.
- ❖ The rates are discounted and cannot be used in conjunction with other hotel or membership promotions.

Rooms

- ❖ Check-in time 3 pm Check-out Time 12 noon
- ❖ Early Check-in or late Check-out are strictly on request basis and will be subject to additional charge of 50% on published rate.
- ❖ Maximum number of persons allowed in room: -
 - Superior / Deluxe and : 03 adults **OR** 02 adults and 01 child
 - Straits Studio room (Maximum 02 children below 12 years old)

Function / Banquet Hall

- ❖ Use of Banquet Hall that exceeds after 11.00pm will be chargeable at RM500.00nett per hour per room.
- ❖ Use of Banquet Hall for Break-Out Session is chargeable at RM3,000.00 nett per function hall per day. However, function space is subject to availability upon date of confirmation
- ❖ The Resort reserves the right in its absolute discretion to reallocate the function room originally booked & stated in the confirmation letter should the need arise.

Confirmation and Payment

- ❖ To secure the booking, We are required Confirmation Letter and a Letter of Undertaking by using your company letter head with signature.
- ❖ Full payment for accommodation, meeting packages and meals required will be charged by Government LO, to be settled within one (01) week from date of receipt of invoice from the resort after the completion of the event.
- ❖ As such, we would require a Government Local Order / E-Perolehan from your good self-stating same.
- ❖ Kindly note for all payment is to be made payable to:

ADMIRAL MARINA BERHAD
MAYBANK ACCOUNT NO: 5050 4631 8706
JALAN BAHARU, 71000 PORT DICKSON, NEGERI SEMBILAN

Cancellation

- ❖ 100% cancellation fee will be charged for cancellation made less than ten (10) working days prior to the function date. For cancellation made between eleven (11) to twenty-one (21) working days, the 50% cancellation fee will be charged or the 50% paid deposit will be forfeited. This applies to functions other than weddings or anniversaries for which notification made less than three (3) months prior to the event, all deposits will be forfeited.
- ❖ All cancellation must be made in writing or accepted email address. In the event of postponement of the function the deposit payment can be carried forward to a maximum of three (3) months in total subject to availability of function space.