



09 October 2020

Encik Al Hisyam Abdul Halim  
**Malaysia Productivity Corporation (MPC)**  
Off Jalan Sultan  
Lorong Produktiviti  
46200 Petaling Jaya  
Selangor Darul Ehsan

Tel : 603 7955 7266 Ext 497  
Email : alhisyam@mpc.gov.my

Dear Encik Al Hisyam,

**Malaysia Productivity Corporation (MPC) - Half Day Meeting Package on 24<sup>th</sup> November 2020**

*Greetings from Dorsett Grand Subang !*

Thank you for considering Dorsett Grand Subang for your upcoming event. Further to your enquiry, we are pleased to extend the following for your perusal.

#### SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Room	Setup	Agr
24 <sup>th</sup> November 2020 (Tuesday)	9:00 AM	10:00 AM	Welcome Coffee Break	Sel Ballroom Foyer	Coffee Station	200
	10:00 AM	1:00 PM	Meeting	Selangor 2 & 3	Classroom Style	
	12:30 PM	2:00 PM	Lunch	Terraza Brasserie	Buffet	
	10:00 AM	1:00 PM	VIP Holding Room	VIP Room	Sofa	6

**Space Hold:** Kindly be informed that **NO Function Room** has been blocked at this stage until further confirmation in writing from your end.

Dorsett Grand Subang, Jalan SS12/1, 47500 Subang Jaya, Selangor, Malaysia

T +60 3 5031 6060 F +60 3 5031 8686 [www.dorsetthotels.com](http://www.dorsetthotels.com)

DORSETT GRAND SUBANG IS OWNED BY SUBANG JAYA HOTEL DEVELOPMENT SDN BHD (44190-A) AND MANAGED BY DORSETT HOSPITALITY INTERNATIONAL





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#### MEETING PACKAGE:

##### Half Day Meeting Package at RM130.00nett per person per day

The above packages are for a minimum 200 persons and inclusive of the following:

- Welcome Morning Break with Snack
- Working Lunch

##### Hi-Tea during Rehearsal at RM80.00nett per person

#### Meeting Package inclusive of:

- Complimentary use of Main Meeting Room with Standard Setup
- Meeting Amenities such as Writing Pad, Bottled Water, Flipchart or Whiteboard
- Complimentary usage of One Portable LCD Projector & Screen
- Standard PA System with Two Rostrum & Two Wired Microphone
- Complimentary Wi-Fi Access during the Event

#### AUDIO VISUAL REQUIREMENTS:

Wired Microphone  
Lapel / Cordless Microphone  
LCD Projector – 3000 AL  
LCD Projector – 5000 AL  
Laser Pointer  
VGA Cable – 30M  
Extension Cord  
P4 LED Screen (14ft x 20ft) – Ballroom Only

at RM120.00nett per unit per day  
at RM250.00nett per unit per day  
at RM1,200.00nett per unit per day  
at RM2,000.00nett per unit per day  
at RM175.00nett per unit per day  
at RM350.00nett per unit per day  
at RM50.00nett per unit per day  
at RM5,000.00nett per day

#### BREAK-OUT ROOM CHARGES:

MELATI 1,2,3,4,5,6 & 7

Full Day (08:00 – 18:00)

Half Day (08:00 – 12:00)

at RM2,500.00nett per room per day  
at RM1,500.00nett per room per day

SUBANG 1,2 & 3

Full Day (08:00 – 18:00)

Half Day (08:00 – 12:00)

at RM2,500.00nett per room per day  
at RM1,500.00nett per room per day

SELANGOR 1,2 & 3

Full Day (08:00 – 18:00)

Half Day (08:00 – 12:00)

at RM15,000.00nett per room per day  
at RM10,000.00nett per room per day

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#### EXTENSION HOURS:

The organiser shall be responsible in ensuring that the function room is vacated by **15:00** hours. Should your event extend past the stipulated timing, a room rental will be applicable as below:

MELATI 1,2,3,4,5,6 & 7	at RM500.00nett per room per hour
SUBANG 1,2 & 3	at RM800.00nett per room per hour
SELANGOR 1,2 & 3	at RM1,500.00nett per room per hour

#### NEW NORMAL SAFETY MEASURES:

- Social Distancing Set-up
- All Meals will be either Served / Pre Packed / Pre Plated
- Temperature Screening
- Hand Sanitizer Stations
- QR Code Scanning for Contact Tracing
- Frequent Sanitization of Public Areas

#### PRE SETUP:

Pre set-up will be subject to availability of function room. Pre set-up charges will be applied accordingly should the event require external decorations, rehearsal or early arrangements

#### TERMS & CONDITION:

- Function rooms are assigned by the guaranteed minimum number of persons anticipated. The Hotel reserves the right to reassign function space upon consultation with the organizer. Final approval must be received from the Hotel before the function room name can be used for any publication.
- Venue hire is based on the event outline established. Should the anticipated food and beverage requirements change, the hotel reserves the right to review the venue hire charges stated above.
- It is noted that function space not reserved by the organize shall be made available for use by other guest

#### PARKING:

Flat rate parking fee of **RM8.00nett** for the first 12 hours. **RM8.00nett** is chargeable for every subsequent 12 hours thereafter.

#### DIRECTORY POSTING:

We will announce your function in our directory posting board located in the Hotel Lobby and function room level for your guests' attention. Kindly advise us on the wordings 7 days prior to the event.

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#### **FOOD HYGIENE:**

In our effort and commitment for continual enhancement for the safety of our guests which include food hygiene safety, kindly be informed that all the unconsumed food prepared by the hotel are strictly prohibited to be taken out of the premise of the hotel during functions or events

#### **IMPOSSIBILITIES OF PERFORMANCE:**

This agreement will terminate without liability to either party of substantial performance of either party's obligations is delayed, impeded or prevented by any cause reasonable beyond that party's control. Such causes include, but are not limited to, acts of God, regulations or orders or governmental authorities, fire, flood or explosion, global war, disaster, civil disorder or other emergencies making it inadvisable, illegal or otherwise impossible to provide the facilities or the services as to hold any conference or meeting; sale of the hotel, any delay in necessary and essential construction or renovation of the hotel, arrest or seizure under legal process, strike, lockout, work stoppage, other restraints of labour, either partial or general from whatever cause.

#### **CONDUCT OF FUNCTION:**

The Client must conduct the Function in an orderly manner, in full compliance with the applicable laws, comply and ensure compliance by all persons in attendance with the same and with all reasonable directions of the Hotel. The Client must ensure no disturbance or nuisance will be caused to the Complex or any of its guests, visitors or neighbours. The Hotel is entitled to remove any person from an Event whose behaviour in the opinion of the Hotel, is objectionable, improper or undesirable.

#### **INDEMNITY AND HOLD HARMLESS:**

The Group assumes the entire responsibility for losses, damages, claims, demand and expenses (including, but not limited to, attorney fees) arising out of, alleged to have arisen out of, or in any way connected with (a) injury or damages to displays, equipment and other property brought onto the hotel premises by the Group or any member, agent or representative thereof, and (b) injury to any other person or damage to any property arising out of or in any way connected with (1) any action of any member, agent or representative of the Group (2) any property brought onto the Hotel premises by the Group or any member agent or representative of thereof. The Group shall indemnify, defend and hold harmless the Hotel, its owners, affiliated entities, agents, servants and employees from any and all such losses, damages, claims, demands and expenses.

#### **DAMAGE TO COMPLEX:**

The Client will be responsible for all damage caused whether to the Venue or any other part of the Complex by any persons in attendance at the Event (other than those under the control or direction of the Hotel) or any contractors engaged by the Client for the Event and must immediately pay to the Hotel the cost of rectification of any damage.

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**ADVERTISING:**

The group shall not use the name, trademark, logo or other proprietary designation of Dorsett Grand Subang in any advertising or promotional materials without the prior written approval of the hotel. The Hotel shall accept the same restrictions with respect to the use of the Group's name, trademark or logo and other proprietary designation.

**GOVERNING LAW AND JURISDICTION:**

The parties agree that this agreement shall be governed and construed in accordance with the laws of Malaysia and hereby submit to the jurisdiction of the courts of Malaysia.

**CANCELLATION POLICY OF EVENTS:**

Your organization must guarantee the number of persons attending all food and beverage functions. The Hotel will charge for the actual number attending or the guaranteed number whichever is greater.

Should your organization wish to cancel or postpone the committed function space after confirmation, the following cancellation fee shall apply:

59 – 30 days prior to group arrival	75% of the total projected food and beverage revenue will be charged.
29 – 14 days prior to group arrival	90% of the total projected food and beverage revenue will be charged.
14 days or less and NO Show Rooms	100% of the total projected food and beverage revenue will be charged.

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#### PRO-FORMA INVOICE:

No.	Description	Rate (RM) Nett	Number of Persons / Rooms	Number of Days / Nights	Amount (RM) Nett
1	Half Day Meeting Package	130.00	200	1	26,000.00
2	Hi-Tea	80.00	30	1	2,400.00
<b>Total</b>					<b>26,000.00</b>

#### MODE OF PAYMENT:

The Hotel accepts payment in the form of cash, cheque, bank draft, telegraphic money transfer or Credit Card.

#### PAYMENT POLICY (GOVERNMENT):

- A Letter of Undertaking (LOU) is required, along with a signed copy of the Acceptance of Agreement no later than **16<sup>th</sup> October 2020** to secure your booking
- In the event the Letter of Undertaking (LOU) is not received according to the stipulated schedule, Hotel has the right to review group room block and function space held for your esteemed organisation. Group Room block and Function space will subject to be released for general sales and total deposit collected will be forfeited.
- Full payment to be settled 14 days after the final invoice is received
- All payments by cheque should be addressed to **"Dorsett Grand Subang"**.

#### BANK DETAILS:

Beneficiary : SUBANG JAYA HOTEL DEVELOPMENT SDN BHD  
T/A DORSETT GRAND SUBANG

Name of Bank : CIMB Bank Berhad

Address : Empire Gallery Subang Jaya  
G01, Empire Shopping Gallery  
SS16/1, 47500, Subang Jaya  
Selangor Darul Ehsan, Malaysia

Account # : 8002589786

Swift Code # : CIBBMYKL

Please send a copy of the bank draft or TT for our file records

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**TAXES AND LEVIES:**

- All rates are inclusive of service charge and prevailing government taxes
- In compliance with the policy of the Malaysian Government, the rates are excluding Sales and Service Tax (SST) -6% until 30<sup>th</sup> June 2021 and Tourism Tax (TTX) of RM10.00nett will be waived from 1<sup>st</sup> July 2020 till 30<sup>th</sup> June 2021.
- The Sales and Service Tax (SST) and Tourism Tax (TTX) will be added to the contracted rate when it is implemented by the Malaysian Government

**BOOKING STATUS**

We wish to emphasize the quotation submitted is for your preliminary planning only and no guestrooms nor meeting venues have been reserved at the moment. Space is subject to availability upon your confirmation

We trust the above is in order as per your requirements. We look forward to a further discussion with you once you have review our proposal

In the meantime, please feel free to call me if you require further information or clarification

Thank you and best regards,

A handwritten signature in black ink, appearing to read "Aidil", is positioned above the printed name.

**Aidil ashok Kumar**  
**Events & Convention Manager**  
Date: 9<sup>th</sup> October 2020

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**TERMS OF AGREEMENT:**

Contained in this agreement are the detailed commitments and arrangements to be provided during your stay. To enable us to provide our best services, any requirements beyond the level of these commitments should be indicated upon return of the signed copy of this agreement to the Hotel. Organizer obligations pertinent to deposits and cancellation term are also embodied in this agreement. Once exercised, changes will be agreed upon between the organizer and the Hotel.

Encik Al Hisyam, if you are agreeable to the terms and conditions in this Agreement, please sign and return to us via **email** to **aidil.ashok@dorsetthotels.com**, by **16<sup>th</sup> October 2020**

CLIENT : Malaysia Productivity Corporation (MPC)

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Company Stamp :

/ADL

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