



14 October 2020

Mr Jerry Shahnizal,
Malaysia Productivity Corporation (MPC)
Jalan Sultan, Pjs 52,
46200 Petaling Jaya, Selangor
Malaysia

Tel : 012-405 8351
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Dear Mr Jerry

QUOTATION FOR MALAYSIA PRODUCTIVITY CORPORATION (MPC) ON 25-26/11/2020

Thank you for selecting Putrajaya Marriott Hotel as a possible venue for the above event. Further to your enquiry, we are pleased to append the following proposal for your consideration:

However, we would like to inform you that the **Hotel is not holding any reservations for your inquiry**. Should you wish to place a tentative or confirm booking, please contact us soonest possible, as reservations will be subjected to space availability at time of request.

ROOM ACCOMMODATION REQUIREMENT

CHECK IN:	25/11/2020	
CHECK OUT:	26/11/2020	
Room Category	Room Rates	Total Rooms required
Deluxe Single	RM250.00nett per room per night with 1 breakfast	Kindly advise
Deluxe Twin	RM280.00nett per room per night with 2 breakfasts	Kindly advise
	Grand total	

The above room rates are:

- Non-commissionable.
- Inclusive of breakfast.
- Additional breakfast at RM42.00nett per person.
- All Prices are quoted in Ringgit Malaysia & 6% SST on hotel accommodation and related services will be waived from 1st March to 30th June 2021.
- Applicable only for this event and with the minimum booking of 10 rooms.

TOURISM TAX (Waived From 1 March 2020 until 30 June 2021)

We hereby would like to notify that the imposition of **RM10.00nett per room per night** Tourism Tax will be applicable to all **foreign guests** staying at the hotel. However, **Malaysia Citizens** and **Permanent Residents** would be exempted from paying the tax.

Related Information for Room Accommodation

Our guestroom features:

Spacious and elegant rooms.
Private bathroom with shower cubicle.
Colour television with satellite channels.
Dual telephone lines with voice mail and International Direct Dial access.
Personal in-room safe, minibar, steam iron & board and hair dryer.
Central air conditioning with individual control.
Coffee and tea making facilities.
Computerized key card.

Benefits on the Executive Floor:

- Exclusive use of Executive Lounge on Level 12.
- Personalized check-in and check-out at the Executive Floor.
- Complimentary Continental Breakfast.
- Complimentary coffee/tea and snacks throughout the day.
- Complimentary evening cocktail from 5.30pm – 7.30pm.
- Personalized butler service.

Check-in/Check-out:

- Check-in time: after 2:00pm
- Check-out time: before 12:00noon

We will make every effort to accommodate guests arriving prior to 2:00pm. Rooms to be guaranteed for early arrival will have to be booked 1 day prior. Please note that rooms occupied until 6:00pm will be charged at 50% of the room rate and full rate will apply for late check-out beyond 6:00pm.

Airport transfer:

Hotel Limousine (Teena / Camry)

KLIA Airport to Hotel: RM160.00nett per limo per way

Hotel to KLIA Airport: RM150.00nett per limo per way

KLIA 2 to Hotel: RM160.00nett per limo per way

Hotel to KLIA 2: RM150.00nett per limo per way

Any cancellations made without 24 hours prior notice or No Show, will be chargeable in full.

Procedure for Group Room accommodation:

We would appreciate a **complete rooming list with arrival details 21 days prior to the first guest arrival**. To ensure that rooms are held for arrival beyond 1800 hours, we advise you to guarantee all reservations if arrival details are not available. Should delegates make reservations directly with the hotel, please advise us as there will be a separate Hotel Reservation Form that we wish for your delegates to utilize.

Guestroom Attrition

PERIOD	TERMS OF SLIPPAGE
With 45 days prior to groups' arrival	Rooms reduced in excess of 30% of the actual room block will be charged for 1 night.
With 30 days prior to groups' arrival	Rooms reduced in excess of 10% of the actual room block will be charged for 1 night.
With 15 days prior to groups' arrival	Any rooms reduced from the revised room block will be charged for 1 night.
No Show policy	In the event of "No Show", 1 night room charge will apply to the participants' credit card or on the master account.

EVENT REQUIREMENT

DATE / DAY	TIME	EVENT	ATTN	SET UP
25-26 November 2020	9.00am – 5.00pm	Meeting	30 person	Round Table

Meeting Packages Available**Full Day Meeting Package at RM160.00nett per person**

Inclusive of: 1 Arrival coffee break with 2 snacks & 1 fruit
 1 Morning coffee break with 2 snacks & 1 fruit
 1 Set Lunch
 1 Afternoon Tea Break

Half Day Meeting Package at RM140.00nett per person

Inclusive of: 1 Arrival coffee break with 2 snacks & 1 fruit
 1 Morning coffee break with 2 snacks & 1 fruit
 1 Set Lunch

The above packages are inclusive of the following complimentary benefits:

- Usage of main function room (for an attendance of 20 persons and above)
- 1 x Flipchart and Whiteboard
- 1 x Portable screen with Projector
- 1 x Standing microphone and 2 x Table microphones
- Writing materials and note pad
- Drinking Water

AV Equipment Rental / Wifi Connectivity (optional)

- Portable LCD Projector is chargeable from RM800.00nett per unit per day
- Lapel or Cordless Microphone is chargeable from RM150.00nett per unit per day
- WiFi Internet Connectivity (sharing bandwidth) is given on complimentary
 Bandwidth on Demand is chargeable at RM250.00nett per 1MB per day Bandwidth
 on Demand is chargeable at RM1,000.00nett per every 5MB per day

Note:

- All Prices are quoted in Ringgit Malaysia & 6% SST on hotel accommodation and related services will be waived from 1st March to 30th June 2021.

Related requirements for Events

Attendance: A minimum guaranteed attendance will be charged unless changes (+/-5%) are notified within 3 working days prior to the event date.

Food & Beverage: In order to ensure optimum availability in food items, please confirm your menus 20 working days prior to the event. For health reasons, only food or beverage served and prepared by the Hotel may be consumed on the premises.
For this same reason also, food or beverage left over from an event cannot be taken out of the Hotel.

Signage: Please advise us your signage requirement which will be placed at the main lobby and the entrance of the function room.

VIP arrangement: 7 days prior to event date.

Programme: 7 days prior to event date.

Car park: - Casual Rates @ RM4.00nett (1st hour)
- Subsequent hour @ RM3.00nett (with up to maximum of RM20.00)
- Flat Rates @ RM12.00nett for entries of after 6:00pm (after 6:00pm until 7:00am only)
- Event / Conference special parking rate at RM12.00nett per entry.
Ticket to be endorsed at Front Desk followed by validation at the Auto-Machine.

Smoking: Smoking is strictly prohibited in all air conditioned private function rooms, pre function area and foyer area.

Music Copyright License/Permit: We wish to advise you that you would have to apply for the Entertainment License from (MPSJ) and (MACP) through your entertainment agent. A copyright rental license must be obtained from the Phonographic Performance Malaysia Sdn Bhd through your appointed music supplier. Upon approval of your license, kindly forward us a copy for our reference.

Sound system The Hotel need to be notified in writing should high voltage sound system / high powered electrical connection be required that exceed 5,000volts. Usage of the same will be subject to Management approval. Hotel reserves the right to restrict usage of such equipment that is found disrupting other events, hotel guests and the hotel environment in general.

Pre Set up and Exhibition Space Rental: Pre set up for dinner events is allowed between the hours of 5:00pm – 7:00pm on the same day. Rental fee may be imposed for any pre-set up before 5:00pm, subject to availability.
Exhibition space for booths/panel display is also chargeable. The rate is at the hotel's discretion

Payment / Billing methods for Events

Deposit: A 50% deposit based on the estimated total cost is required in order to secure all function space. The deposit will be used to offset against total charges at the end of the function.

Deposit payment has to be paid 7 days after the issuance of the confirmation letter.

Billing arrangements: We would require full prepayment 7 days prior to the function unless credit facilities have been established with the hotel.

Should you wish to settle by credit card, kindly fill up the attached Credit Card Authorization Form. If payment is via cheque, please make it payable to "Resort Villa Development Sdn Bhd". Should you wish to settle by telegraphic transfer, please find our bank account details as stated below and fax us the transmission advice in order for us to track the transaction.

Bank:	Malayan Banking Berhad
Bank Address:	231-233, Jalan 18/23, Taman Sri Serdang
	43300 Sri Kembangan, Selangor
Account Bearer:	Resort Villa Development Sdn Bhd
Account Number:	5121 4701 5932
Swift Code Number:	MBBEMYKL

Credit facility application:

Should your company be interested to apply for Credit Facility with the hotel, please feel free to fill up the attached Credit Application Form and submit to us via fax or mail together with the relevant supporting documents.

Do take note that all applications are subject to approval and you will be notified on the application status, within 2-3 weeks of the submission date. The Hotel reserves the right to accept or decline applications

Event Cancellation, Postponement and No Show Policy

Cancellation: Events cancelled less than 60 days prior to arrival are subject to cancellation fee equivalent to 50% off the total revenue. Events cancelled less than 30 days prior to arrival are subject to cancellation fee equivalent to 100% of the total revenue.

Postponement: Postponement must be advised in writing. For postponements made more than 3 months (90 days) prior to the event date, no charges will be levied. All deposits collected may be utilized up to 2 months (60 days) from the original date.

In the event of cancellation or postponement of below 3 months (90 days), 50% of the total deposit collected will be forfeited, while the remaining 50% may be utilized within 2 months (60 days) from the original function date.

Note: All deposits are to be utilized for banquet events only
(dinner and meeting packages only)

No Show: Please note that if any of the individuals whose name appears in the rooming list do not show up on the date specified, we will automatically post a first night "No Show" charge on the guest's credit card or master account. Should the guest be "No Show" for the entire period, the remaining "No Show" charges will be charged to guest's credit card or master account.

Once again, thank you for your interest and we look forward to provide you our best services always. For further assistance, please do not hesitate to contact me directly at **03-8949 8981 ext 1296** or mobile (**017-547 3347**). Alternatively, my email address is shafrizal@marriottputrajaya.com

Glad to be of assistance.

Yours sincerely,



MOHD SHAFRIZAL HALIM
Sales Manager