

STATUS: INQUIRY

October 15, 2020

Encik Mohd Hilmi Mohd Idris
MALAYSIA PRODUCTIVITY CORPORATION (MPC)
Productivity & Competitiveness Development (PCD)
Jalan Sultan PJS 52
46200 Petaling Jaya
Selangor Darul Ehsan

Tel No : 603 7955 7266 ext 499
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Email : hilmi@mpc.gov.my

Dear Encik Mohd Hilmi,

SEMINAR INQUIRY – POST COVID-19 PROMOTION

Thank you very much for your interest in Concorde Hotel Shah Alam.
Further to your inquiry, we are pleased to submit the quotation for your perusal and consideration.

EVENT REQUIREMENT

<u>DATE</u>	<u>TYPE</u>	<u>TIME</u>	<u>ATTENDANCE</u>	<u>SET-UP</u>	<u>VENUE</u>
To be advised	Seminar	8.00am – 5.00pm	40 persons	Round Table Seating (Social Distance)	To be advised

* *Please note that no blocking has been made for this quotation*

- *Guaranteed attendance will be charged unless notified 72 hours prior to the function. However, should the actual attendance exceed that of the guaranteed number, then billing will be based on the actual attendance*

Package : **Full Day Seminar Package at RM 115.00nett per person per day**
Inclusive of welcome coffee & tea with one (1) snack, two (2) coffee breaks with two (2) snacks and one (1) buffet lunch.

** Lunch venue will be advised and assigned by the Hotel nearer to the function date.*

Package benefits:-

- All meals will be served individual pre-plated
- One (1) LCD Projector with screen
- One (1) Head table for the speaker at front
- One (1) Registration table for 1 person
- Backdrop ~ to a maximum of sixty (60) alphabets without logo
- Meeting set up including writing pads, pencils, bottled drinking water & mints

Additional flipchart is chargeable @ RM50.00nett each

** In compliance on the Government of Malaysia announcement under the Short-Term Economic Recovery Plan, the 6% Service Tax and RM 10 nett Tourism Tax will be exempted until 30 June 2021.*

COVID-19 STANDARD OPERATING PROCEDURE

In compliance to the Ministry of Health Malaysia and the State Government of Selangor to mitigate the spread of Covid-19, Concorde Hotel Shah Alam have implemented the following procedure:

- Wear a face mask at all times (Compulsory)
- Body temperature checks at 'Check Point'
- Scan 'MySejahtera' QR code at lobby and function room
- Sanitize your hand
- Disinfecting all tables, chairs, door knobs, etc before and after meeting
- Avoid touching your eyes, nose and face
- Sneeze and cough only with your elbow or napkin
- Do not hug or shake hands
- Do not spit in public

IMPORTANT

Always practice 1-metre social distancing and wearing a mask while you are at the hotel premises.

PARKING

A flat rate at **RM 8.00nett per entry** (per vehicle) for your guests. In house guest will be on complimentary with validation from the front desk. Valet parking is chargeable at RM 22 nett per vehicle per entry. Guest is required to park themselves at the valet parking area.

BROADBAND HI-SPEED INTERNET ACCESS

Type	Rate
Single user	RM120.00nett per user per day (up to 8 hours)
Multi User	RM80.00nett per user per day (up to 8 hours)

AUDIO VISUAL CHARGES

AV Equipment	Charges per unit per day
Conference Microphone	RM50.00nett
Collar Microphone	RM150.00nett
Cordless Microphone	RM150.00nett

** All audio visual will be charged accordingly and subject on availability of the unit.*

BILLING POLICY

We are pleased to inform that our billing policies are as below:-

- i. Letter of Confirmation or Letter of Undertaking
- ii. **60% non-refundable deposit**
- iii. The balance of payment is to be settled at least **7 working days** before the event date
 - **Method of payments are by company's cheque / cash / VISA or MASTER credit card only.**
 - **Post dated and personal cheques are not acceptable.**

Without the above mentioned documents/ payments, we are unable to proceed with your event.


We trust the above information is of assistance to you in your initial planning and kindly contact our Sales & Marketing Department if you need to block any date or venue.

We look forward to welcoming you and your guests to Concorde Hotel Shah Alam. Do contact us should you need further information or clarification. Always at Concorde

Yours sincerely



Hanizam Ani
Catering Sales Executive



Hanafi Mohamed Salleh, A.I.S., P.J.K.
Assistant F&B Manager