



WORLD TRADE CENTRE KUALA LUMPUR

23 December 2020

Puan Farah Nadia Marwilis

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY (MITI)

Menara MITI,

No. 7, Jalan Sultan Haji Ahmad Shah,

50480 Kuala Lumpur

Mobile : 6 017 374 1139

Email : farahnadia@miti.gov.my

Puan Farah,

MESYUARAT EXCO- MAJLIS TINDAKAN EKONOMI (EXCO-EAC)

Greetings from Putra World Trade Centre!

Thank you for considering Putra World Trade Centre for your prestigious event. Further to your inquiry, we are pleased to enclose our packages for your budgetary purposes.

1.0 SCHEDULE OF EVENT

Name of function : Mesyuarat Exco- Majlis Tindakan Ekonomi (Exco-EAC)
Type of function : Outside Catering
Meeting Date : Thursday, December 24, 2020 (3:00 pm to 5:00 pm)
Meeting Hall/Room : Bilik Bunga Raya, Aras 31, Menara MITI – 16 pax preplated
Bilik Saffron & Bilik Sakura, Aras 31, Menara MITI – 34 pax - Buffet
No. of Pax : 50 pax
Set-up : Hitea

2.0 CATERING RATES**

CATERING RATES							
<u>DATE</u>	<u>VENUE</u>	<u>Purpose</u>	<u>No.of Pax</u>	<u>No.of Day(s)</u>	<u>TIME</u>	<u>PRICE</u>	<u>TOTAL</u>
24 Dec 2020	Menara MITI	Hitea	50	01	1500-1800 hrs	RM 50.00 per person	RM 2,500.00
24 Dec 2020	Menara MITI	Transportation & Handling Charges					RM1,000.00
TOTAL							RM 3,500.00

***Please note that rates quoted are subject to change without prior notice.*

***All rate quoted are subjected to the appropriate government tax where applicable.*

2.0 FOOD & BEVERAGES

Any reduction on Food & Beverages requirements need to be made known to Putrade Property Management Sdn Bhd 72 hours (working days) prior to event date. A surcharge of 100% will be imposed on any variation order.

MENU as per attached



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3.0 ATTENDANCE

Upon confirmation of reservation, a guaranteed number of attendances will be required **fourteen (14) working days** in advance. Any increase must be notified at least **seventy-two (72) hours** prior to the actual date. The billing will be based on guaranteed attendance or which is greater.

4.0 CANCELLATION / TERMINATION CLAUSE

In the event that the function is cancelled, cancellation charges will be based on the cancellation / termination period scale.

IF CANCELLATION OR TERMINATIONS OCCURS	LICENSEE SHALL PAY MINIMUM
i) Between 9 and 12 months before the Scheduled Event	25% of total fees/charges
ii) Between 6 and 9 months before the Scheduled Event	50% of total fees/charges
iii) Between 3 and 6 months before the Scheduled Event	75% of total fees/charges
iv) 3 months or less before the Scheduled Event	100% of total fees/charges

5.0 CUT-OFF DATE

The confirmation of the above function is subject to availability of rooms and function space and **TENTATIVE BOOKING** have been made at this stage. Kindly revert back to us by **December 23, 2020 before 11:00 am** to confirm your event with us by signing and returning this agreement. In the event a fully signed copy of this agreement is not received by the date above, all booking referred to herein will be released, and neither party will have any further obligations under this agreement.

6.0 ESTIMATED TOTAL CHARGES

Hitea	: RM 2,500.00
Transportation & Handling Charges	: RM 1,000.00
GRAND TOTAL	: <u>RM 3,500.00</u>

7.0 ACCOUNT TRANSFER DETAILS

Details of Putrade's Bank Account for transfer of payment:-

Name of Account	: Putrade Property Management Sdn Bhd
Account Number	: 80-0063217-3
Name of Bank	: CIMB Bank Berhad
Bank Branch.	: Ground Floor, Bangunan Commerce Life, 338, Jalan Tuanku Abdul Rahman, 50100, Kuala Lumpur

8.0 MODE OF PAYMENT / AUTHORISED SIGNATORY

All organized meals mentioned above would be billed to **MITI** to the attention of your good self.

Any additional charges other than the above would be billed separately upon confirmation by the authorized signatory and billed to **MITI**.

I/We hereby also agree not to serve any Non-Halal food that will contravene Syariah Laws. Should this condition be opposed, the caterer has the right not to proceed with the event immediately, nevertheless the full amount for the event has to be borne by the undersigned. To confirm this booking, please arrange for Letter of Undertaking (LOU) or Local/Service Order (LO/SO) for



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Government Body to be made payable to Putrade Property Management Sdn Bhd upon confirmation and the balance of payment ten (10) days prior to event day.

Puan Farah, please accept our sincere appreciation for your consideration to use Putra World Trade Centre to cater for your function. We promise to make it a successful experience for your invited guests and look forward to being of service. Should you need any assistance, please contact me directly at 603 4041 7570 or 6019 2050 037. Alternatively, my email address would be Email: zaini.ali@seleraaneka.com.my

We wish to inform you, should we have another inquiry over the same period, before the deadline, Putra World Trade Centre reserved the right to commit to either party that made the initial booking fee.

We look forward to your favorable reply.

Yours sincerely,

.....
Zaini Binti Mohamad Ali
Sales Manager – Catering & Events
019 2050 037

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*** To confirm, please acknowledge below and enclose full payment as a *NON-Refundable* deposit for Corporate Company and Letter of Undertaking (LOU) and Local/Service Order (LO/SO) for Government Body as a booking fee.

I hereby confirm that the above arrangements are in order.

Event Date : 24 DECEMBER 2020

Signature :

Name :

B.p. Akif Sultoni.

Company :

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Company stamp :





WORLD TRADE CENTRE KUALA LUMPUR

HITEA – PREPLATED (16 PAX)

DANISH PASTRY

BLUEBERRY PASTRY

CROISANT

SANDWICH

BUAH-BUAHAN

COFFEE / TEA / MINERAL WATER

HITEA – BUFFET (34 PAX)

MEE GORENG

KARIPAP

DONUT

BUAH

TEH TARIK / NESCAFE TARIK/ MINERAL WATER