



## Quotation

Date : Tuesday, 23 March 2021

No of Pages : 06  
Attention : En. Mohd Khairul

**COMPANY :** MALAYSIA PRODUCTIVITY CORPORATION  
PETI SURAT 64, JALAN SULTAN  
46904 PETALING JAYA  
SELANGOR DARUL EHSAN

Tel No.: 03 79600173 ext 250 / 019 2183483      Fax No.:  
Email: mkhairul@mpc.gov.my

From : Muhd Izimir Idris      Tel : 04- 8861177 / 012 4960038

Email: salesmanager.bbr@bayviewhotels.com      Fax:

Dear En.Mohd Khairul,

### Quotation for Seminar: 26– 27 March 2021:34pax.

Thank you for considering Bayview Beach Resort, Penang as the possible venue for your forthcoming stay. We are pleased to propose the following arrangement for your review.

#### ACCOMMODATION

Room Type \ Date	26 March 21 (Fri)	27 March 21 (Sat)
Superior Single	34	34 x Check out
Total Room Nights	01 night	Check out

**PERINGATAN: MENGIKUT SOP AM PELAKSANAAN MAJLIS KERAJAAN DAN SWASTA,BILIK BERDUA TIDAK DIBENARKAN UNTUK PESERTA.**

**PAYMENT** - Company's Account/Cash/e-Perolehan/LO/PO

Room Category	Room Rates with breakfast ONLY
Superior Single/Twin	RM180.00nett per room per night with 2 breakfast

*\*\* Please note that the above special rates is applicable during this period only.*

*\*\* Additional extra bed is at RM130.00nett per unit per night with 01 breakfast.*

*\*\* Only 1 extra bed is allowed in 1 room*

*\*\* Additional breakfast: RM25.00nett per person (Set Breakfast)*

All your guests booked with us will enjoy the following benefits: -

- Internet Access (WiFi / Wired)
- Complimentary use of coffee / tea making facilities in all guest rooms
- Complimentary use of hotel's recreational facilities



## **BAYVIEW BEACH RESORT**

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### **CHECK IN AND CHECK OUT TIME**

Check In Time: 1500 hours

Check Out Time: 1200 hours

Check out after 1200 hours but before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for check out after 1800 hours. For any early check in request, a pre-block of the guest room one night before the arrival date is required and additional one-night charge will be imposed.

### **RESERVATION GUARANTEED POLICY**

All reservations must be on guaranteed basis, either by credit card or by company account. For reservation guaranteed by the company, a written authorization on company's letterhead must be forwarded prior to the group's arrival and is subjected to the approval from the Hotel.

### **ROOMING LIST**

*A complete rooming list for the confirmed group must be received by the hotel at least **thirty (30) days** prior to the group's scheduled arrival date, which includes the arrival time and flight details.*

### **ADDITIONAL ROOM REQUEST**

Any additional rooms required above the number of blocked rooms are subject to availability in the room inventory and the room rates may vary for the additional rooms.

### **NO SHOW**

Should there be a "No Show" for guaranteed reservations; a full duration room charge will be levied as "No-Show" charge.

### **CANCELLATION CHARGE**

The hotel reserves the right to charge for the full duration for any cancel or release of rooms after the final rooming list is received.

Please note that full duration charge will also be levied should the entire duration of the accommodation be cancelled upon receipt of confirmation by the hotel.

### **EARLY DEPARTURE POLICY**

The hotel reserves the right to impose a charge on the balance room nights for any early departure from the original dates.



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**MEETING AND EVENTS ARRANGEMENTS**

Date	Start Time	End Time	Function	Room	Setup	Expected Attendance	Guarantee Attendance	Remarks
26/03/21	09:00	22:00	Meeting	TBC	TBA	34	34	-
	15.00	-	Check in	Lobby	-	34	34	-
	10:00	10:30	AM Break	Foyer	Standing	34	34	Include Pkg
	12:00	14:00	Lunch	La Veranda Coffee House	Existing	34	34	Include Pkg
	16.00	16.30	PM Break	Foyer	Standing	34	34	Include Pkg
	19:00	20:30	Dinner	La Veranda Coffee House	Existing	34	34	Include Pkg
	22:00	22:30	Supper	Foyer	Standing	34	34	Include Pkg

Date	Start Time	End Time	Function	Room	Setup	Expected Attendance	Guarantee Attendance	Remarks
27/03/21	07:00	09:00	Breakfast	La Veranda Coffee House	Existing	34	34	-
	09:00	12:00	Meeting	TBC	TBA	34	34	Include Pkg
	10:30	11:00	AM Break	Foyer	Standing	34	34	Include Pkg
	12:00	14:00	Lunch	La Veranda Coffee House	Existing	34	34	Include Pkg

**a) Guaranteed Attendance**

Please note that a confirmed number of attendees are required at least **fourteen (14) days** prior to the function date. Billing will be based on the minimum guaranteed figure even if the actual number of attendees is lower on the actual day. Any additional attendees not previously confirmed will be charged accordingly.

**b) Proposed Venue**

At the present time, the hotel is not holding function space as outlined in this letter until instructed to do so. Please keep in mind that the hotel reserves the right to change the terms and conditions based upon the availability of function space when you wish to place the booking with the hotel on a tentative or define basis.



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c) **Full board Meeting Package:**

**Single Superior Fullboard Package at RM341.00nett per person per day/ night x 34 Person x 01 Night**  
**Total = RM11, 594.00nett.**

The standard package includes -

- 01 Night Stay Superior Hillview room
- Use of the meeting room
- 27 March meal included – AM Tea Break/ Lunch/ PM Tea Break / Dinner /Supper
- 28 March meal include – AM Tea Break/Lunch
- Writing materials and pencils
- Bottled mineral water and mints
- **Complimentary use of**
- One (01) Projector Screen & One (01) LCD Projector
- Standard PA system with one (01) Microphone
- One (01) Rostrum
- One (01) whiteboard and assorted markers
- One (01) flipchart and assorted markers

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A nominal fee is required for rental of

- LCD Projector : RM500.00nett per unit/ day
- Breakout room rental : RM500.00nett per unit/day

**\*\*Breakout room required 30pax and above, less than 30pax hall rental needed**

**\*\*No of person for buffet arrangement have to be 40 persons and above**

**Important Note:**

- Please note that the complimentary usage of Ballroom/function room is strictly until 12:00midnight.
- Please be advised that after 11:30pm, noise level from audio system must be toned down to respect other in-house guests.
- Please note that all garden events do not have any contingency plan. Therefore, the hotel recommends client to place marquee/ tent/ canopy for event held in the garden. Please be advised that hotel will not be responsible should the weather not be in favour of the event.

**PRE SET-UP AND REHEARSAL**

Kindly note that a minimal charge of **RM500.00** per hour per room will be imposed should you require the function room with air-conditioning for pre set-up/ rehearsal. Function rooms are subject to availability.



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#### **PARKING FACILITIES**

100% complimentary car park passes will be provided based on guaranteed attendance. Car park lots are subject to availability.

#### **EVENT SIGNAGE**

Please note that the sticking or hanging of posters, boards and banners are strictly prohibited on hotel grounds without the Hotel's explicit approval being granted in advance. However, your event information will be displayed on hotel digital signages located at various points within the hotel, to assist your guests with directional information, including the event or company logo.

#### **MUSIC LICENSING REQUIREMENTS**

A Music Rights Malaysia BHD (MRM) Public Performance and/or Commercial Rental License (s) is/are legally required for events held at our premises should there be any public performance of music in any form including via mobile machine equipment/ devices, DJs and/or live performance artists/ musicians.

The client shall bear sole responsibility to obtain and pay for MRM's applicable licenses prior to their event(s) including for any civil and/ or criminal enforcement action(s) which may be taken.

A preferential 10% MRM license fee discount will be applicable for relevant MRM single event license application forms completed and submitted by the client via our management office for endorsement and submission to MRM at least 3 working days prior to the start of each such event.

For more information, please visit MRM's website at [www.mrm.my](http://www.mrm.my)

#### **CANCELLATION POLICY**

In the event of any cancellation of the function after the contract endorsement, a cancellation charge of 50% of the total estimated bill will be levied. However, should cancellation be made with less than thirty (30) days' notice prior to actual event date, a cancellation charge of 100% of the total estimated bill will be applicable.

#### **DEPOSIT**

In line with the Hotel's policy, we would require an 80% deposit as a firm reservation and acknowledgement towards the function space upon confirmation.



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#### **PAYMENT**

The total payment for your total estimated Master Account, excluding any incidental charges incurred during the event will be billed and is payable thirty (30) days after departure.

Kindly be advised that no guest rooms and function rooms are being blocked at the moment; as such, rates & availability for guestrooms are subjected to availability upon confirmation.

Please note that this proposal has an option date that expires **on 24 March 2021**, After this date, the Hotel reserves the right to amend the terms, conditions and proposed rates, based upon the availability of function space and guest rooms, should you wish to place the booking with the Hotel on a tentative or definite basis.

**En.Mohd Khairul**, we trust the information presented in this proposal will facilitate your initial event planning. We look forward to being able to host your event at our Hotel. Please contact me should you require any assistance.

Kind regards,

**Muhd Izimir Idris**

Sales Manager

23 March 2021

**(This is a computer-generated copy. No signature is required)**

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