



DORSETT

PUTRAJAYA

Ref No: P-0504/AA/0321/MPC

Wednesday, March 24, 2021

Ms. Nurul Nadia Binti Abdul Patah
Assistant Manager
National Competitiveness
**PERBADANAN PRODUCTIVITY MALAYSIA
(MPC)**
Lorong Productiviti
Jalan Sultan PJS 52
46200 Petaling Jaya

Mobile : 018 273 9247
Email : Nnadia@mpc.gov.my

Dear Ms. Nadia,

PROPOSAL FOR MEETING PACKAGE ON 30 MARCH 2021

Greetings from Dorsett Putrajaya!

Thank you for considering Dorsett Putrajaya as your choice of venue for the above-mentioned group.

We are pleased to extend the following offer for your perusal.

EVENT REQUIREMENT

Date	Event	Start Time	End Time	Attendance	Set -Up	Proposed Venue
30 March 2021	Meeting	08.00am	06.00pm	15 persons	Kindly Advise	To be advised

Space Hold: Kindly be informed that **no function room has been blocked at this stage until further confirmation from your end.**

MEETING PLAN RATES

Full Day Meeting package at RM140.00nett per person per day

The above packages inclusive of the following:

- ✓ Usage of Function room as mention above
- ✓ Welcome Coffee Break with 2 Snacks
- ✓ Morning Coffee Break with 2 Snacks
- ✓ Group Lunch
- ✓ Afternoon Coffee Break with 2 Snacks
- ✓ Running coffee or tea throughout meeting
- ✓ Usage of one LCD Projector with Screen
- ✓ 1 x flipchart with assorted markers
- ✓ 1 x whiteboard with assorted markers
- ✓ Complimentary Wi-Fi
- ✓ Complimentary meeting writing materials and amenities
- ✓ Mineral water and refreshing mints
- ✓ P.A System with Complimentary use of one (1) wired microphone

Dorsett Putrajaya, Precinct 3, 62000 Putrajaya, Malaysia

T +60 3 8892 8388 F +60 3 8892 8288 www.dorsetthotels.com

DORSETT PUTRAJAYA IS OWNED BY MAYLAND AVENUE SDN BHD (796032-U) AND MANAGED BY DORSETT HOSPITALITY INTERNATIONAL





NEW NORMAL SAFETY MEASURES

- ✓ Social Distancing seating arrangement
- ✓ Individually packed/plated coffee breaks, lunch or dinner
- ✓ Temperature screening
- ✓ Hand Sanitizer stations.
- ✓ QR code scanning for contact tracing purpose
- ✓ Frequent sanitization of public area
- ✓ Meeting room /Banquet Hall will be sanitized before the event start, during lunch break and after the event end.

EXTENSION HOURS

Precinct 1-5	at RM1,000nett per room per hour basis
Satria 1 or Satria 2	at RM2,000nett per room per hour basis
Satria Ballroom	at RM3,000nett per room per hour basis

Audio Visual / Additional Requirements

- | | |
|-----------------------|----------------------------------|
| • Wired microphone | at RM80.00nett per unit per day |
| • Wireless microphone | at RM180.00nett per unit per day |
| • Lapel microphone | at RM180.00nett per unit per day |
| • LCD Projector | at RM800.00nett per unit per day |
| • Portable screen | at RM250.00nett per unit per day |
| • Extension Cord | at RM30.00nett per unit per day |
| • VGA Cable | at RM50.00nett per unit per day |
| • Flipchart | at RM80.00nett per unit per day |
| • Whiteboard | at RM80.00nett per unit per day |

Drinking Water

We are moving towards eco-friendly practice in the hotel. As such, we have removed the drinking water bottle and replaced it with jugs. We will serve the guest with fresh mineral water from CowayTM Nanotrap Filter System, clean and fresh water for consumption.

E-Backdrop

Pursuant to our objective towards 'Eco-Friendly', we are encouraging to have the backdrop featured on the white screen by your own arrangements.

Pre-Setup:

Pre-Set-Up will be subject to availability of the function room. Should the event require external decorations, rehearsal or early arrangements, the space shall be made available where possible, subject to additional rental charges.

Terms & Conditions

- 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 beverages 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 organizer shall be made available for use by other guests.

CAR PARK

- Complimentary One (1) car park bay for in-house guest per occupied room
- Parking is chargeable at RM2.00nett for the first hour & RM1.00nett for the subsequent hours.



- After 6.00pm parking is chargeable at a flat rate of RM2.00nett

Mode of Payment

The hotel accepts payment in form of bank draft, telegraphic money transfer or credit card.

Payment Policy

- A Letter of Undertaking (LOU) or Local Order (LO) is required to secure your booking.
- Full payment to be settle 14 days after the invoice received.
- Kindly complete with Credit Card Authorization Form as a guaranteed form of payment for any miscellaneous charges that may be incurred during and/or at the end of the event.

Bank Details

- Bank Name : CIMB BANK
- Account Name : MAYLAND AVENUE SDN BHD
- Account Number : 8007789857
- Swift Code : CIBBMYKL
- Bank Address : Kompleks Kementerian Kewangan, Persiaran Perdana, Presint 2, 62592 Putrajaya, Wilayah Persekutuan, Malaysia

Cancellation Policy of Event

60 days prior to your event	30% of the estimated total charges
30 days prior to your event	50% of the estimated total charges
14 days prior to your event	100% of the estimated total charges

Function Space Review

Fourteen (14) days prior to the function, your organization must guarantee the number of persons attending all food and beverage function. The hotel will charge for the actual number attending the guaranteed number whichever greater.

Forty-eight (48) hours prior to the function, the Hotel will allow maximum of 5% variance between actual and guaranteed number of attendance. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

Non-Compliance

If the required deposit or payment is not received by the date indicated, regrettably the reservation for the Group/Event may be subject to cancellation without prior notice. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that rooms are then available

Force Majeure

It is expressly agreed that each party shall be relieved of its obligations under this letter of confirmation in the unlikely event of acts of nature, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or any other emergency will make it illegal or impossible to provide the facilities or to hold the event

Damage

Organizer is financially responsible for any damage sustained to the hotel premises. Promotional materials & display should not be posted, tacked, nailed, screwed or attached to columns walls, floor or other part of the building furniture. If permission is granted, the organizer shall be responsible for all damages, breakages & the clearing of all materials & display, repairs or replacement costs will be passed on to the organizer.



Authorized Signatures

Your booking is held on a tentative basis. Once we have received your signed agreement and initial deposit, your tentative booking will be moved to a definite booking.

The terms of this agreement shall be binding upon the hotel only if the organizer duly signs the agreement and returned to the hotel before **25 March 2021**.

Additional specifications, supplemental charges and / or requirements may be added from time to time and will act as an addendum to this agreement notwithstanding that certain specifications, supplemental charges and / or requirements may not be finalized or agreed upon group check in

In Accordance with Dorsett Putrajaya's Privacy Policy (<http://www.dorsett.com/privacypolicy/>), we are committed to protect all personal data under the Personal Data Protection Act 209. For your reference, Dorsett Putrajaya is registered as SB24022016-00001.

We trust the above arrangement is in order. Should you require further assistance and/ or information, please contact the undersigned:

In the meantime, we look forward to welcoming you and your group to Dorsett Putrajaya!
Be rest assured of our best services and attention at all times

Thank you.

Yours Sincerely,
Dorsett Putrajaya

Alif Azman

Catering Sales Executive

Tel : +60 3 8892 8209

Fax : +60 3 8892 8288

Mobile: +60 16 668 0462

Email : alif.azman@dorsetthotels.com

Acceptance of Agreement

Contained in this agreement are the detailed commitments and arrangements to be provided during your stay. To enable us to provide maximum service, 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 Dorsett Putrajaya.

The contents of this agreement meet with **MPC** approval, as an authorized representative, I consider all arrangements definite and confirmed as stated herein. Compliance with this is subject to acts of God, wars, disasters or other emergencies beyond the control of either party.



I/We, _____, hereby confirm and accept the offer from Dorsett Putrajaya.

Name : _____

Signature : _____

Designation : _____

Date : _____