

Monday , 24 March 2021

REF: HHM/MSO/MG/PROP/0635

Encik Mohd Hisyam Hatimtai

Pengurus

MALAYSIA PRODUCTIVITY CORPORATION (MPC)

No. 8, Jalan Padi Mahsuri, Bandar Baru UDA,
81200 Johor Bahru, Johor

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QUOTATION FOR MALAYSIA PRODUCTIVITY CORPORATION (MPC) 30 MARCH 2021

Warmest greetings from Hatten Hotel Melaka!

Thank you for your kind interest shown towards *Hatten Hotel Melaka* as one of your possible venue for your next coming event. With reference to your request, please find below our accommodation & meeting package for your kind reference and attention: -

ACCOMMODATION REQUIREMENTS

Check in – Out Date : 30 MARCH 2021

Duration : Half Day

No. of Rooms : 1 Meeting Room

**Notes: we have not blocked any rooms for you at this moment. Subject to availability upon your confirmation. Twin Bedded is subject to availability.*



Jalan Merdeka, Bandar Hilir, 75000 Melaka, Malaysia.
T +606 286 9696 F +606 281 9696

Creating Memorable Moments



HATTEN HOTELS
WORLDWIDE

Remarks: -

The rates quoted are valid for the above dates only.

The above rates are inclusive of 10% Service Charge & RM2.00 Heritage Tax

*The above rates are subject to RM10.00 Tourism Tax per room per night, except Malaysian
Surcharge of RM 60.00nett per room per night applicable during Eve & Public Holiday.*

MEETING REQUIREMENTS

Event Date : 30 March 2021
Time : 9:00am until 1:00pm

**Function is reserved for the time indicates. Additional hour
will be charged accordingly*

No. of Persons : Approximately 55 persons
Set – up : To be advised
Venue : To be advised

**subject to hall availability upon confirmation by your end*

**HALFDAY MEETING
PACKAGE**

PRICE @ RM 180.00nett x 55 persons

Inclusive of:

01 Breakfast

01 Morning Breaks

01 In-House Lunch

Complimentary usage of 01 Meeting Room

Basic PA System with 01 microphone

Usage of 01-unit LCD projector with white screen Usage
of 01-unit whiteboard and 01-unit flipchart

Complimentary writing materials

Drinking water and mints

2. The above rates are inclusive of 10% Service Charge.
3. Usage of function halls are subject to availability upon date of confirmation.
4. The above package is entitled for a minimum of 20 persons and above.

Remarks:

1. The rates are valid for the above dates only.
2. The above rates are inclusive of 10% Service Charge
3. Usage of function halls are subject to availability upon date of confirmation.
4. The above package is entitled for a minimum of 28 persons and above.

OTHER ADDITIONAL EQUIPMENT RENTAL & CHARGES

LCD projector	RM 600.00+ per unit per day
Collar/Cordless microphone	RM 150.00+ per unit per day
Electronic pointer	RM 80.00+ per unit per day
Flipchart/Whiteboard	RM 70.00+ per unit per day
Extension Cord	RM 30.00+ per unit per day
Photocopying	RM 0.50+ per piece

MEETING SPACE CHANGES

Function rooms are assigned based upon the number of people anticipated. We understand there may be additions in the final program prior to actual group arrival. Every effort will be made to accommodate any additional space requirements; however, requests will be subject to space availability. Should there be a decrease in your attendee's commitment, food and beverage functions or any alteration in your function room requirements, the Hotel reserves the right to move your venue that is suitable for the success of your event. We will inform you of any such changes at the earliest opportunity

CHECK – IN / OUT POLICY

Official Check – in time is AFTER 3.00 PM onwards Official

Check – out times is 12.00pm noon

Hotel will accommodate early arrivals subject to room availability

Hotel reserves the right to charge a half day stay room rate for late check – out till 6.00pm and full day rate thereafter

FINAL NUMBERS

The event contract will specify the anticipated number of guests, along with the agreed guaranteed minimum number. Whilst the guaranteed minimum cannot be changed, final numbers should be advised to the hotel 3 working days prior to your Event arrival date. Unless agreed otherwise in writing by the hotel.

The hotel will charge the guaranteed minimum numbers of person even if the final numbers, as agreed in the Contract, drops below the minimum numbers guaranteed. Any increment of the final number must be given to the hotel 3 days minimum in advance to allow us time to order & prepare the catering, and to ensure that the room you have reserved is large enough for the additional guests. These increases must be agreed with the Hotel in writing.

BILLINGS

All billings are based on guaranteed numbers as per the rooming list or actual attendance, whichever is higher. For billing purpose to your company, we need sample authorized signatory for all master bills incurred during the function.

TERMS OF PAYMENT

Upon your confirmation, we require a 50% deposit of the total estimated cost in order to secure your booking. The balance of payment must be settled 01 month before Group Arrival. Cheque must be made payable to Hatten Hotel (Melaka) Sdn Bhd.

Bank account as follows: -

HATTEN HOTEL MELAKA

Payable to Bank's Address Account Number Account Name Swift Code

: OCBC Bank (Malaysia) Berhad
: Lot FG-001, Ground Floor, Dataran Pahlawan Melaka
Megamall, Jalan Merdeka, Bandar Hilir 75000 Melaka
: 735 117499 8
: Hatten Hotel (Melaka) Sdn Bhd
: OCBCMYKL

CANCELLATION / POSTPONEMENT

In the event of cancellation/postponement of your function upon receiving your company confirmation on the above event will subject to a charge of up to 50% cancellation charged based on the entire estimated expenses.

A 100% cancellation charge will be imposed for cancellation received within 14 days. This amount cannot be refunded or used for future functions as it serves as compensation for business lost that cannot be replaced under such short notice.

PROGRAM

Please provide us your detailed program on confirmed menus, beverages, entertainment, equipment, set-up and timing for meeting / meals at least 14 days prior to the date of function.

PERMIT

The organizer is required to obtain Music Authors' Copyright Protection (MACP) Permit for functions involving the usage of music (pipe-in music, music machine, DJ, Karaoke, Fashion Show or live artists performance in the hotel premises. MACP can be contacted at www.macp.com.my



VALIDITY / CUT OFF DATE

Please be advised that this quotation is valid till 30 November 2020. Please note that we have not reserved the accommodation and meeting hall for this function. Booking is subject to availability at the time of your confirmation.

We trust the above information will suffice in your initial planning and we look forward to receiving a favourable reply from you soon. Should you need further assistance or information, please do not hesitate to contact me at +6 06 221 9683 (*Direct*) and email: matthew.goh@hattenhotel.com

Thank you!

Yours sincerely,
HATTEN HOTEL, MELAKA

MALAYSIA PRODUCTIVITY CORPORATION

Matthew Yoong Hong

Matthew Goh (Mr)
Event Manager
Mobile: +6 017 796 0196

Signature
Name:
Position:
Date:
Company Stamp: