

01 April 2021

Ms Nurul Syamimi Ismail  
**MALAYSIA PRODUCTIVITY CORPORATION (MPC)**  
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Dear Ms Syamimi,

**PROPOSAL FOR RESIDENTIAL MEETING PACKAGES ON 09<sup>TH</sup> - 11<sup>TH</sup> APRIL 2021**

*Greetings from Zenith Putrajaya!*

It is a pleasure knowing that you are considering Zenith Putrajaya as the venue for the above-mentioned group. We are excited at the possibility of serving your guests and look forward to sharing our services and amenities with your guests.

Hence, we are pleased to extend the following offer for your perusal.

**DAILY ACCOMMODATION REQUIREMENTS**

**Arrival Date : 09<sup>TH</sup> April 2021**

**Departure Date : 11<sup>TH</sup> April 2021**

**Residential Meeting Package**

Guest Room Categories	Residential Package	Number of Room
Signature Room Single Basis	RM440.00nett	<b>22 Room</b>
Signature Room Twin Basis	RM330.00nett	-
<b>TOTAL ROOM</b>		<b>22 Rooms</b>

**RESIDENTIAL MEETING PACKAGE**

**03 Days / 02 Nights Residential Meeting Package :**

**The Residential Meeting Package above are:**

- The package is applicable for a minimum of **10 rooms and above**.
- Bedding configuration (king/twin) is subject to availability upon confirmation.

**Day 1 : (09<sup>th</sup> April 2021):**

- Group Check-In time at 3.00pm onwards
- International Buffet Dinner at The Dining Room
- Supper with 3 snacks item

**Day 2 : (10<sup>th</sup> April 2021):**

- Buffet Breakfast at The Dining Room
- Morning Tea Break with 3 snacks item
- International Buffet Lunch at The Dining Room
- Afternoon Tea Break with 3 snacks item
- International Buffet Dinner at The Dining Room
- Supper with 3 snacks item

**Day 3 : (11<sup>th</sup> April 2021):**

- Group Check- Out time at 12.00pm
- Buffet Breakfast at The Dining Room
- Morning Tea Break with 3 snacks item
- International Buffet Lunch at The Dining Room
- Afternoon Tea Break with 3 snacks item

**THE ROOM RATES QUOTED ABOVE ARE:**

- The above rates are inclusive of buffet/set breakfast at The Dining Room.
- The above rates are based on ***per person per room per night basis.***
- Room rates are applicable for bookings of 10 rooms and above.
- Bedding configuration (king/twin) is subject to availability upon confirmation.
- Kindly be informed that **no rooms have been blocked at this stage until we have received confirmation from your end.**

**ACCOMMODATION ROOM FACILITIES**

- ~ Free in-room Wi-Fi and broadband internet access
- ~ **Individually controlled air-conditioning & Electronic in-room Safe**
- ~ **Satellite & Cable TV channels**
- ~ **Hair dryer, Slippers, bathrobes & full range of bathroom amenities**
- ~ **Iron and ironing board & shoe shine amenity**
- ~ Complimentary basement carpark throughout the stay up to a maximum of 2 cars per room
- ~ Complimentary usage of infinity swimming pool , gym and sauna

**CHECK IN TIME**

Official check in time is after 3.00PM. Any request for an early check in should be made for a night before to ensure immediate occupancy of the hotel room and is chargeable at subject to one night's room rate.

**CHECK OUT TIME**

Official check out time is before 12.00Noon. Kindly notify the hotel 24 hours in advance should you require late check out, which is subject to availability and is chargeable.

- Late Check Out - before 6:00pm is chargeable at half day room rate
- Late Check Out - after 6:00pm full day room rate will be charge accordingly

**EXTRA BED**

A charge of RM130.00nett per extra person per night is applicable inclusive of 01 x Breakfast, with a maximum of one extra bed per room.

#### **MEETING/BANQUETING REQUIREMENT**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Function</b>	<b>Seating</b>	<b>Attendance</b>	<b>Proposed Venue</b>
09 <sup>th</sup> April 2021	07.00pm	10.00pm	Delegate Meeting	Cluster	22 Persons	To Be Advise
10 <sup>th</sup> April 2021	08.00am	10.00pm	Full Board Meeting	Cluster	22 Persons	To Be Advise
11 <sup>th</sup> April 2021	08.00am	01.00pm	Half Day Meeting	Cluster	22 Persons	To Be Advise

**Booking status:** We wish to emphasize that at the time of writing, **NO RESERVATION** has been placed on your behalf until further confirmation from your end. However, all rooms/function rooms are subject to availability.

#### **PACKAGE INCLUSIONS**

- Usage of main function room according to the size of the group mention above
- Complimentary usage of 1 (one) LCD Projector with Screen
- 1 (one) flipchart and whiteboard with markers pens
- 1 x whiteboard with assorted markers
- Wireless internet access in the meeting room for organizer and participants
- Complimentary meeting stationeries, mints and drinking water
- Complimentary 2 (two) wireless microphone and standard PA System
- 1 x registration table outside function room for 2 persons
- Complimentary 2 (two) basement carpark for a maximum of 8 hours
- Digital signage

#### **NEW NORMAL SAFETY MEASURES**

- Social Distancing seating arrangement
- 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.

#### **MEALS AT THE DINING ROOM**

Kindly find below for your information:

<b>Meals</b>	<b>Adult &amp; Senior Citizen</b>	<b>Children</b>
Set/Buffet Breakfast	RM65.00nett per person	RM35.00nett per person
Set/Buffet Lunch	RM68.00nett per person	RM34.00nett per person
Set/Buffet Dinner	RM98.00nett per person	RM69.00nett per person

\*Children below 5 years old is **complimentary**.

\*\*Children pricing are defined as from 6 years old to 12 years old.

\*\*\*Senior Citizen pricing are defined from 55 years old and above.

#### **FUNCTION SPACE RENTAL CHARGES**

- Function space rental charges will be imposed for dinner packages of less than 30 (thirty) persons per day.

<b>No</b>	<b>Description</b>	<b>Hall Rental Only</b>		
		<b>Meeting Room</b>	<b>Half Day</b>	<b>Full Day</b>
			<b>RM</b>	<b>RM</b>
1	Grand Ballroom		10,000.00	15,000.00
2	Cashmere		5,500.00	8,000.00
3	Silk		5,500.00	8,000.00
4	Zenith I		2,500.00	4,000.00
5	Zenith II		2,500.00	4,000.00
6	Zenith III		2,500.00	4,000.00
7	Zenith IV		2,500.00	4,000.00
8	Zenith V		3,500.00	6,000.00
9	Zenith I, II, III & IV		5,500.00	8,000.00
10	Zenith VI		2,500.00	4,000.00
11	Zenith VII		2,500.00	4,000.00
12	Zenith VIII		2,500.00	4,000.00
13	Organza		5,500.00	8,000.00
14	Platinum VIP Holding Room		1,500.00	2,500.00
15	Central Coffee Break (CCB)		2,500.00	3,000.00
				600.00

#### **HIGH SPEED INTERNET**

<b>SPEED</b>	<b>PRICE</b>
10Mbps	FREE
30Mbps	RM1200
50Mbps	RM1600
70Mbps	RM1900
90Mbps	RM2200
100Mbps	RM2400

#### **E-BACKDROP**

In line with the company's effort in saving the environment, we are proposing to have the e-backdrop featured on either the white screen or plasma TV.

#### **ADDITIONAL AUDIO EQUIPMENT**

We are pleased to inform you that our Hotel carries a wide range of audio visual equipment. A list of equipment is available on request;-

<b>EQUIPMENT</b>	<b>PRICE / UNIT</b>
LCD Projector & Screen	<b>RM 1,200.00</b> per unit per day
Laser Pointer	<b>RM 100.00</b> per unit per day
LED Screen 10ft x 20ft	<b>RM 7,000.00</b> per unit per day
LCD TV 60" / 40"	<b>RM 1,900.00</b> per unit per day
Wired Microphone	<b>RM 100.00</b> per unit per day
Cordless Microphone	<b>RM 150.00</b> per unit per day
Collar Microphone	<b>RM 200.00</b> per unit per day
Conference / Table Microphone	<b>RM 250.00</b> per unit per day

Microphone Stand	<b>RM 90.00</b> per unit per day
White Board	<b>RM 60.00</b> per unit per day
Flip Chart	<b>RM 90.00</b> per unit per day
Basic Karaoke Set	<b>RM 3,500.00</b> per unit per day
Extension Cord	<b>RM 20.00</b> per unit per day

#### **PRE SET-UP**

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.

#### **FUNCTION SPACE RENTAL CHARGES**

Function space rental charges will be imposed for dinner packages of less than 30 (thirty) persons per day.

#### **BASEMENT CARPARK CHARGES**

- ✓ 1<sup>st</sup> hour is chargeable at **RM5.00** per entry.
- ✓ Every subsequent hour is chargeable at **RM3.00** per entry.
- ✓ Flat parking charges for a minimum of 4 hours is chargeable at **RM15.00** per entry.
- ✓ Lost ticket penalty is chargeable at **RM50.00** per ticket.

***\*Carpark charges are not inclusive in the meeting and meal package price***

#### **TAXES AND LEVIES**

- In compliance with the policy of the Malaysia Government, the rates is excluding Sales and Service Tax (SST) -6% until June 30,2021 and Tourism Tax of RM10.00 will be waived from July 1,2020-June 30,2021.
- The Sales & Service Tax (SST) and Tourism Tax (TTX) will be added to the contracted rate when it is implemented by the Malaysia Government.
- All rates are subject to change without prior notice.

#### **RATE CONFIDENTIALITY**

All rates are not to be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

#### **TERMS & CONDITIONS**

- The Hotel reserves the right to change this room for one of equal suitability if the Hotel has a reasonable commercial or operational reason for doing so. 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.

#### **MODE OF PAYMENT**

Payment can be made by cash, company cheque, telegraphic transfer or credit card. Kindly advise us the mode of payment.

#### **PAYMENT POLICY**

- A Letter of Undertaking (LOU) or Local Order (LO)/ Purchase Order (PO) 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 : RHB BANK BERHAD
- Account Name : THE ZENITH HOTEL (PUTRAJAYA) SDN BHD
- Account Number : 21601100026770
- Swift Code : RHBBMYKL
- Bank Address : U.03, Jalan P8d, Presint 8, 62250 Putrajaya Wilayah Persekutuan

#### **AUTHORIZED SIGNATURES**

Hotel must receive a signed copy of the Contract from the Client to confirm the bookings. Failing to do so, the hotel reserves the right to release all the rooms/bookings for resale.

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 **02<sup>nd</sup> April 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

#### **TOTAL ESTIMATION COST FOR THE WHOLE EVENT:**

<b>Room Accommodation Arrangement:</b>					
<b>Date</b>	<b>Room / Person</b>	<b>Reference / Description</b>	<b>Rate (RM)</b>	<b>Day / Night</b>	<b>Amount (RM)</b>
09 <sup>th</sup> – 11 <sup>th</sup> April 2021	22	Signature Rooms Residential Meeting Package (Single Occupancy)	440.00	2	RM19,360.00
<b>Room Accommodation Total Amount:</b>					<b>RM19,360.00</b>

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 Zenith Putrajaya!

Be rest assured of our best services and attention at all times

Thank you.

Yours Sincerely,  
**Zenith Putrajaya**



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#### **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 **Zenith Hotel Putrajaya** .

The contents of this agreement meet with **MALAYSIA PRODUCTIVITY CORPORATION (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 Zenith Putrajaya.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**The special terms and conditions agreed in this offer prevail over General Term and Conditions of Sale.**

<b>CANCELLATION POLICY OF ACCOMMODATION</b>	<b>CANCELLATION POLICY OF EVENT</b>
<p><b>21 days</b> prior to group arrival:                  50% of the unutilized rooms blocked will be released for general sales at no penalty charges.</p>	<p><b>60 days</b> prior to your event:                  30% of the estimated total charges  <b>30 days</b> prior to your event:                  50% of the estimated total charges  <b>14 days</b> prior to your event:                  100% of the estimated total charges</p>
<p><b>07 days</b> prior to group arrival:                  The balance of rooms blocked which have not been utilized will be released accordingly and is subject to one night's cancellation fee on the unutilized rooms, payable by the organizer.</p>	<p><b>FUNCTION SPACE REVIEW:</b>                  -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 5 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 &amp; 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.</p>
<p><b>NO-SHOWS OR SHORTEN OF STAY FOR GUEST ROOMS:</b>                  An amount equivalent to the full length's stay will be charged for any no-shows or shorten of stay on day or arrival</p>	<p><b>AMENDMENTS:</b> Any modification, alteration, change, revision to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.</p>
<p><b>NON-COMPLIANCE</b>                  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.</p>	<p><b>INDENMITY:</b> The Client will indemnify, and hold harmless the Hotel from and against any and all claims, damages, liabilities, losses, costs and expenses, fines and penalties in consequence of or arising from any breach of the terms and conditions or from any violation of Acts of Parliament, statutory provisions and regulations, common law duties, by-laws or regulations of any local authority or other public body by the Client, or sub-contractor, guest or employee of the Client.</p>
<p><b>FORCE MAJEURE:</b> 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.</p>	<p><b>OUTSIDE / EXTERNAL SERVICE:</b> The prior consent of the Hotel must be obtained for any entertainment or services contracted for the Event by the client, all of which must fully and strictly comply with statutory Health &amp; Safety regulations.</p>
<p><b>PRICE VARIATIONS:</b> In the event of circumstances beyond the Hotel's control (including, but not limited to tax increases imposed by the Government) the Hotel reserves the right to vary the prices specified in the Contract.</p>	<p><b>MUSIC AUTHOR'S COPYRIGHT PROTECTION (MACP):</b>                  A MACP Permit License is required for events held in any function room of the Hotel should there be any performance of music either through piped-in music, mobile machine, DJ or live performance by artists. The Client shall bear the cost of the MACP Permit License fees and the Hotel shall not, in any event, be liable or responsible for any civil or criminal action taken by the Music Authors Copyright Protection Berhad against the Client should the license not be obtained prior to the event.</p>
<p><b>CORKAGE:</b> No food &amp; beverage may be brought into the Hotel by or on behalf of, the Client or any guests. Unless a prior consent of the Hotel has been obtained in writing, for which a charge will be made. The Hotel does not accept responsibility for any food or beverages supplied by the Client.</p>	
<p><b>DAMAGES:</b> The Client will be responsible to the Hotel for any loss or damage caused to the allocated rooms, furnishings or equipment, or to the Hotel generally for any act, omission, default or neglect of the Client, sub-contractors or employee or guest of the Client. The Client shall pay to the Hotel on demand the amount required to make good or remedy such damage.</p>	