

MALAYSIA PRODUCTIVITY CORPORATION (MPC)
HALF DAY MEETING PACKAGE
15 April, 2021
210329#Q1AZ



BANGI RESORT HOTEL

13 April 2021

OWNED BY : BANGI RESORT HOTEL SDN. BHD. (245169-H)
Off Persiaran Bandar
43650 Bandar Baru Bangi
Selangor Darul Ehsan
Malaysia
Tel: +60 3 8210 2222
Fax: +60 3 8925 6666
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info@bangiresorthotel.com

Nik Nazarina Nek Mohamed
MALAYSIA PRODUCTIVITY CORPORATION (MPC)
Productivity & Competitiveness Division
Lorong Produktiviti, Off Jalan Sultan,
46200 Petaling Jaya,
Selangor

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Nik Nazarina Nek Mohamed,

QUOTATION : HALF DAY MEETING PACKAGE

Greetings from Bangi Resort Hotel !

Thank you for considering Bangi Resort Hotel as the preferred venue for the forthcoming function. Further to your request, we are pleased to quote you the following:

EVENT ARRANGEMENT

Date of Function: 15 April 2021 (Thursday)

Type of Function: Meeting

Function room: Please note that function rooms are subject to availability upon receiving your confirmation.

Time of Function: 2.00pm – 9.00pm

Guaranteed Attendance: 22 Persons

Bangi Resort Hotel must be advised on the guaranteed number of attendances at least 72 hours prior to the date of function.
The guaranteed number of attendances will be charged, unless the function exceeds that of the guaranteed attendance, whereas the Hotel will charge for the additional covers.

Room Set Up: Round tables

Half day Meeting Package: **RM 77nett per person inclusive of:**
* One (01) Dome Set Dinner at Funtasia

The above package is inclusive of

- * Usage of function room, period as agreed upon confirmation
- * Free use of wifi during the event
- * Free use of one LCD projector with white screen
- * Podium with Microphone
- * Standard stationaries including Whiteboard, Flipchart and markers
- * Complimentary Car Parking

A/V Equipment: Additional LCD projector at RM 600nett per unit per day
[optional] Push button microphone at RM 1,000nett (per set of 10 mic)
Collar/Cordless microphone at RM 200nett per unit per day
*Basic PA system and a rostrum with mic will be provided complimentary

Services Tax: Exemption of 6% Services Tax (ST) and prevailing taxes by relevant authorities with effective 1 March 2020 until 30 June 2021; all rates are in local Malaysian Ringgit currency.

Tourism Tax (TTx) : Exemption of RM10nett per room per night as required by Law to all foreign guests with effective 1 July 2020 until 30 June 2021.

Backdrop: Standard backdrop is complimentary.
Please advise the wordings **one week** before the function.



Storage: Any requirements for extra storage facilities at the Hotel either during, before or after the function, must be made in advance and is subject to availability. The Hotel shall not be held liable for any damage or losses of equipment and material, while on our premise.

Programme: Please provide a detailed program one week prior to the date of function.

Time: Meeting rooms will be reserved as per the stipulated time of the of the function; the Hotel reserves the right to use the venue before after the said stipulated time for any other function.

Setting Up/ Displays/ Promotional Material: Any work or erection to be completed by the organizer or the organizer's contractor or representative shall require prior approval from the Hotel. In the event of any damages to Hotel property, the organizer or the contractor or representative shall be jointly, severally responsible and shall fully reimburse the Hotel for any such damages.

Safekeeping of any equipment and/or material on the hotel premises prior during or after the function will be at the sole responsibility of the organizer unless special arrangements have been made with the hotel.

VIP Arrangements: Please advise if any VIP arrangements are required.

Notice Board: Please advise wordings

Authorized Signatory: Please advise on the authorized signatory / signatories.

Payment: **Letter of Undertaking and Local Order is required upon confirmation.**

Please remit your payment to **BANGI RESORT HOTEL SDN BHD**
Company Reg. No. : 245169-H Bank Acc. No.: 3146303111
Bank Name : Public Bank Berhad

Postponement & Cancellation Policy:

Prior to event date

90 days to 60 days - 50% of the total anticipated accommodation, food and beverage revenue will be charged
59 days to 30 days - 80% of the total anticipated accommodation, food and beverage revenue will be charged
29 days to 14 days - 100% of the total anticipated accommodation, food and beverage revenue will be charged

Validity: This offer is valid until **14 April 2021 (Wednesday)**

Nik Nazarina Nek Mohamed, please be informed that we have not blocked or pre-assigned any function rooms as of this time, pending your confirmation as indicated above.

Should you require any further assistance or clarification, please do not hesitate to contact me at
Tel: (03) 8210 2222 or via my mobile phone (012) 218 8812 or e-mail address azean@bangioresorthotel.com

We look forward to your favorable reply and will do our utmost to make your event a total success.

Your faithfully,

NORAZEAN HARUN
Assistant Director of Sales

Accepted & agreed by:

Name:
Designation:
Company's stamp:
Date: