



Thursday, April 22, 2021

Ms Sarah Afiqah Kamaruzaman
Digital Productivity Nexus (DPN)
Malaysia Productivity Corporation
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#Revised 1

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Dear Ms Sarah Afiqah,

Malaysia Productivity Corporation - Strategic Session Nexus Governing Committee 2021 on 4th May 2021

Warmest greetings from Pullman Kuala Lumpur Bangsar!

Thank you for your enquiry regarding holding the Malaysia Productivity Corporation - Strategic Session Nexus Governing Committee 2021 at our hotel. I am delighted to submit a quotation for your consideration, which I trust, reflects the details of our communication.

AccorHotels is a world-leading travel & lifestyle group and digital innovator offering unique experiences in more than 4,800 hotels, resorts and residences across 100 different countries.

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Pullman rooms are comfortable, spacious and functional, providing guests with a calm and intimate space that is ideal for rest relaxation or work.

Hotel Features

- Pullman Co Meeting Offer - Commitment, Connectivity, Comfort, Cohesion
- Walking distance to public transportation (KLR Transit Train to city and KL Express Train to airport)
- Complimentary scheduled shuttle to Midvalley Mega Mall and KL Sentral
- 13 Function Rooms and a Grand Ballroom with capacity up to 1600 persons
- Connectivity Lounge
- Chill-Out Lounge
- Separate Dedicated Lobby for group check in
- High speed internet access
- Multiple choices of trendy F&B outlets
- The distance to Kuala Lumpur International Airport (KLIA) is 60 km or 45 - 60 minutes by taxi and to Kuala Lumpur City Centre is 15 minutes by taxi



Ms Sarah Afiqah, I will contact you to discuss this proposal further. In the meantime, should you require further assistance or information, please do not hesitate to contact me at any time.

I look forward to the opportunity of working closely with you for this event.

Yours sincerely,
For & On Behalf of Pullman Kuala Lumpur Bangsar

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**Proposal
For
Malaysia Productivity Corporation - Half Day Meeting
On
4th May 2021**

1. CATERING REQUIREMENTS

Date	Start Time	End Time	Function	Setup	Attendances
4 th May 2021	15:30	17:30	Half Day Meeting	Round Table	20 persons
	19:00	21:00	Buka Puasa	Existing	

BOOKING CONDITIONS

- Please note that space is not held at the time of writing. Should you wish to place a booking, a written request is required by **Wednesday 28th April 2021**. A contract is then issued outlining all confirmed arrangements and a deposit schedule. An initial deposit equivalent to 25% of the total anticipated cost is required within seven (07) working days, after which time and in the absence of a deposit, the Hotel reserves the right to release space for potential resale. If your conference is booked within 30 days of commencement, a 50% deposit will be requested.
- Should client require pre-setup arrangement, a room rental fees will be accorded or the hotel reserved the right to sell the function space accordingly.
- The client or client representative/agent agrees to begin the event/s at the scheduled time/s and agrees to have its guests, invitees and other persons vacate the designated function area/s at the agreed completion time/s. Labor charges may apply if your event continues after the agreed completion time. Meeting rooms are not allocated on a 24-hour basis unless negotiated prior to the event.
- All Food & Beverage services for the event within the hotel must be provided by the Hotel at prevailing prices.
- Starting officially from 1st September 2018, all rates are inclusive of 6% SST (Sales & Service Tax). Should there be any other subsequent statutory taxes imposed by the Malaysian Government, then such taxes shall be borne by the Agent or rates adjusted accordingly





2021 Meeting Package

HALF DAY MEETING PACKAGE (Non-Muslim+ Muslim)
RM 110.00nett per person per day
(minimum require 10 persons & above)

- **Wawasan Sajian Desa designated area**
- Complimentary WIFI for all delegates
- Complimentary use of one (01) Meeting Room from 1530hrs until 1730hrs
- Complimentary use of "Chill Out Lounge" for all meeting delegates

ADDITIONAL

- Complimentary usage of one (01) Whiteboard & Flipchart
- Complimentary usage of one (01) LCD Projector with Projection Screen
- Complimentary usage of one (01) Wired Microphone
- Complimentary usage of one (01) VGA Cable
- Complimentary usage of one (01) Audio Cable
- Complimentary usage of In house Basic AV System
- Meeting amenities (writing materials, drinking water, mints & sweets) provided

2. OTHERS REQUIREMENT

- Audio Visual List (For Additional Request)

ITEMS	RATES
03-Gang Extension Socket	MYR 25.00nett per unit per day
Wired Microphone	MYR 120.00nett per unit per day
Clicker/Splitter/Switcher	MYR 150.00nett per unit per day
Wireless/Lapel/Collar/Clip-On Microphone	MYR 200.00nett per unit per day
Conference Microphone	MYR 250.00nett per unit per day
Speaker/Conference Phone	MYR 450.00nett per unit per day
Laptop	MYR 550.00nett per unit per day
Portable Projection Screen (From 06ft x 06ft)	MYR 650.00nett per unit per day
Portable LCD Projector (From 2500ANS)	MYR 1,000.00nett per unit per day
Package of one (01) LCD Projector and Projection Screen	MYR 1,200.00nett per unit per day
16ft x 30ft LED TV Panel (In Ballroom 01 only)	MYR 8,000.00nett per unit per day

- Stationary List (For Additional Request)

ITEMS	RATES
Flipchart	MYR 75.00 nett per unit
Whiteboard	MYR 75.00 nett per unit



3. CANCELLATION / POSTPONEMENT POLICY

FUNCTION

The following charges are applicable for any Client cancellations, postponement or other charges in dates after Client's confirmation of the event. Changes must be received in writing. Should the room space be released after confirmation, the deposit paid shall not be refunded.

CANCELLATION DATE RANGE	CANCELLATION CHARGES
Within 7 days prior to arrival	100% of total estimated accommodation and/or events charges as booked and no refund of any deposits paid to the hotel

4. TAXES

The Hotel reserves the right to adjust the rates any time within the contract period due to any amendments of Government taxes.

Starting officially from 1st September 2018, all rates are inclusive of 6% SST (Sales & Service Tax). Should there be any other subsequent statutory taxes imposed by the Malaysian Government, then such taxes shall be borne by the Agent or rates adjusted accordingly

5. PRICING POLICY

This quotation will remain valid for the above event period only. Kindly note that prices quoted may be subject to change, depending on change in event requirements / dates.

All charges need to be paid in Ringgit Malaysia currency. If necessary, the Hotel will claim from the Company any loss on the exchange arising from accounts being settled in other currencies (Applicable for overseas clients).

6. BILLING

- An initial deposit equivalent to 25% of estimated total event cost is required upon confirmation. This deposit is non-refundable in the event that the booking is cancelled at any time prior to event commencement date.
- In the absence of a deposit, the Hotel reserves the right to release space for potential resale. If your conference is booked within 30 days of commencement, a 50% deposit will be requested.
- Reminder 50% of estimated total event cost is require 30 days prior to event / arrival date
- The client shall pay the full amount contracted for the conference 07 days prior to event / arrival date, unless guaranteed by credit card or Letter of undertaking should credit facilities have been established at the hotel.
- A new credit application may not be approved for functions confirmed less than 14 days prior to arrival.
- Hotel accepts payment by company credit card including all major credit cards, company cheque/s, cash or direct debits.