PROPOSAL

To: **Ms. Nhat Minh** From: **Olivia Nguyen Thi Duyen**

 Sales Coordinator

**Saigon Technology University Hotel Equatorial Ho Chi Minh City**

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April 17 2015

# SAIGON TECHNOLOGY UNIVERSITY

**April , 2015**

Dear Ms. Minh,

Thank you very much for considering Hotel Equatorial Ho Chi Minh City for the upcoming event in July 2015. Based on your requirements, we are pleased to make the following proposal for your kind perusal:

**1.ROOM RATES AND BENEFITS**

|  |  |
| --- | --- |
| **Room Category** | **Room with Breakfast & Complimentary Internet Usage** |
| **Single** |  **Twin/Double** |
| Deluxe | VND 2,107,000++ (approx. 98++ USD) | VND 2,365,000++ (approx. 110++ USD) |
| Premier | VND 2,322,000++ (approx. 108++ USD) | VND 2,580,000++ (approx. 120++ USD) |
| Club Deluxe  | VND 3,225,000++ (approx. 150++ USD) | VND 3,547,500++ (approx. 165++ USD) |
| Club Deluxe Executive  | VND 3,655,000++ (approx. 170++ USD) | VND 3,977,500++ (approx. 185++ USD) |

*Notes :*

*\*Above rates are subjected to 5% service charge and a further 10% VAT thereafter (subject to change per Government decree)*

*\*Rates above are only applicable for bookings made direct to the hotel*

**Deluxe and Premier room benefits:**

* Free unlimited Wifi
* Free daily buffet breakfast
* Free daily shuttle bus to key tourist attractions

**\*Return transfer from hotel to Saigon Technology University on the official days of the event (8.00am & 05.00pm)**

**Club Floor benefits**

* Free unlimited Wifi
* Free daily buffet breakfast
* Free welcome fruits in room
* Free usage of Laptop at Club Lounge
* Free 01-hour usage of Club Meeting room
* Free daily shuttle bus to key tourist attractions
* Free unlimited all day refreshments with tea and coffee service
* Free evening Cocktail, alcoholic beverages and selection of canapés served from 17:30 to 20:00
* Pillow menu with a selection of high-quality pillows to choose from for the perfect sleeping comfort
* Private Shopping Assistant (for 3-hours within Saigon central business district) available upon request

**\*Return transfer from hotel to Saigon Technology University on the official days of the event (8.00am & 05.00pm)**

**Term of Payment :**

• All charges are to be fully settled by guests directly to hotel on or before departure

• Prior to guest’s arrival, the reservation will be guaranteed by your company unless if a valid credit card from guest has been provided at time of reservation.

**Cancellation Policy:**

• Cancellation in less than 24 hours from date of arrival - one night penalty charge applies

• In the event of No Show - full 100% charge applies for entire booked duration.

The rates are only valid for reservations placed by your organization and are applicable for your guest(s) stay in our Hotel. All confirmed bookings are treated as guaranteed reservation from your office for the duration reserved. Kindly note that all reservations are held up till 18.00hours only. For late arrival, we would appreciate guaranteed reservation and in the event of no show, related room charges will be payable by your organization.

For reservations, Tel: +84 8 3839 7777 / Fax: +84 8 3839 0011 Email:reservations@hcm.equatorial.com

**3. TRANSPORTATION TARIFF** *(if request)*

* Airport transfer by Hotel’s shuttle: **USD 12++ (approx VND 258,000++)** with minimum of three (03) persons & maximum of ten (10) persons per shuttle.
* Airport transfer by BMW 523i: **USD 40++ (approx VND 860,000++)** with maximum of three (03) persons per car.
* Airport transfer by Mercedes S300: **USD 45++ (approx VND 967,500++)** with maximum of three (03) persons per car.

We thank you so much for your consideration and support of our hotel. We hope you would find our proposal as attractive and competitive as you expected.

Please do not hesitate to contact us anytime for further discussion or assistance. We look forward to working with you for this prestigious group.

**Olivia Nguyen Thi Duyen David Leong**

Sales Coordinator Director of Sales & Marketing

**Hotel Equatorial Ho Chi Minh City** **Hotel Equatorial Ho Chi Minh City**

Date: April 17, 2015 Date: April 17, 2015

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