



May 27, 2024

Dear *Travel Partner*,

Warm greetings from Misibis Bay Resort, your tropical island getaway!

Thank you very much for your interest in Misibis Bay Resort for your guests. We are pleased to send you our special contracted rates for your Company for the year 2024-2025.

The following contract outlines your special contracted rates and other important information that will guide you when making a booking with us.

Please note that these rates shall be valid **until January 31, 2025**. Rates are quoted in Philippine peso and are net of applicable taxes.

Should you find everything in order, kindly affix your signature below and return this contract either by email to [jcuaki@sunwest.ph/reservations@misibisbay.com](mailto:jcuaki@sunwest.ph/reservations@misibisbay.com). Your signed agreement signifies your acceptance of the rate agreement as well as our terms and conditions.

On behalf of Misibis Bay Resort, thank you for your continued support over the years. We look forward to an even better and more fruitful partnership with you. We hope to welcome you and your guests to the island soon!

Yours truly,

  
**JILLIAN CUAKI**  
Sales Manager

Conforme:

**TRAVEL PARTNER**  
\*\*\* Signature/initials in all pages required





**CONTRACTED RATES VALID UNTIL January 31, 2025**

<u>ROOM CATEGORY</u>	<u>NO. OF ROOMS</u>	<u>PUBLISHED RATES</u>	<b>Peak (Jan-June, Oct-Dec)</b>	<b>Lean (July-Sept)</b>
Standard Garden View	53	\$ 280.36	\$150.00	\$ 146.43
Deluxe Garden View	5	\$ 319.64	\$175.00	\$ 167.86
Premier Garden Villa	3	\$ 351.79	\$191.07	\$ 185.71
Deluxe Pool View	6	\$ 378.57	\$207.14	\$ 200.00
One Bedroom Deluxe Villa	3	\$ 394.64	\$216.07	\$ 208.93
One Bedroom Deluxe Pool View	7	\$ 412.50	\$219.64	\$ 214.29
One Bedroom Premier Pool View	5	\$ 446.43	\$244.64	\$ 235.71
Cluster Standard Pool view	15	\$ 419.64	\$225.00	\$ 216.07
Cluster Deluxe Pool View	3	\$ 446.43	\$230.36	\$ 221.43
Deluxe Seaview	27	\$ 455.36	\$235.71	\$ 226.79
Premier Seaview	9	\$ 482.14	\$239.29	\$ 232.14
Luxury Villa	2	\$ 892.86	\$803.57	





**\*\*EXTRA PERSON RATE:**

**PHP 2,800 net with breakfast**, NO extra bed set-up, and use of Non-motorized water sports activities (Kayak & Stand up paddle)

**PHP 3,200 net with breakfast**, WITH extra bed set-up, and use of Non-motorized water sports activities (Kayak & Stand up paddle). Extra bed set up are only available in One Bedroom Villas

**RATE INCLUSIONS:**

- Overnight accommodation for 2 persons
- Daily breakfast for 2 persons
- Roundtrip Airport Transfers for 2 persons (BIA-Misibis Bay or Hotel St. Ellis-Misibis Bay vice versa)
- Use of non-motorized water sports activities (Kayak & Stand up paddle)
- Welcome refreshments
- Hand-woven, native bag per room and abaca slippers per person
- Complimentary coffee and tea selections in room
- Nightly turn-down services/amenity
- Wireless internet access in all rooms and public areas
- Complimentary drinking water in the room, replenished daily

**OPTIONAL ADD-ONS**

<b>ROUNDRIP AIRPORT TRANSFERS</b> (Bicol Int'l Airport – Resort – Bicol Int'l Airport)	<b>Subject to Reservation and Availability</b>
<b>LUNCH</b> (Buffet/Set-Meal Depending on Resort Occupancy)	<b>PHP 950 NET Per Person</b>
<b>DINNER</b> (Buffet/Set-Meal Depending on Resort Occupancy)	<b>PHP 950 NET Per Person</b>

**DAY TOUR RATES VALID UNTIL January 31, 2025**

<b>DAY TOUR</b>	<b>PUBLISHED RATE</b>	<b>TA RATE</b>
	Php 1,788.00	Php 1,688.00

**Rate Inclusions:**

- Day tour resort access
- Lunch
- Use of Resort Facilities
- Beach / Pool Towel



## SPECIFICS OF THE CONTRACT

### RESERVATIONS PROCEDURE

- Bookings and reservations should first be coursed thru our Sales Coordinator and/or Sales Manager who will confirm room and rate availability
- Once room and rate have been confirmed, booker must send an email with the following information
  - a. Room type
  - b. Number of pax
  - c. Name and contact details of guest/s (preferably mobile number and email address)
  - d. Children's date of birth (if any)
  - e. Name of establishment, booker and contact details
  - f. Dietary restriction and medical condition (e.g. allergies, heart ailment, etc.), if any
- Reservations are subject to Misibis Bay Resorts' acceptance, which will be replied with a Confirmation Letter (by email), within 24 hours upon receipt of request. A signed copy along with payment shall be needed to block the rooms.

### PAYMENT AND BILLING POLICY

- **PRE- PAYMENT:** Unless a credit line has been established, Misibis Bay Resort requires full payment for each room reserved fifteen (15) days prior to guests' arrival. Individual arrivals should be accompanied by approved vouchers. The resort will charge rack rate to guest who does not present a voucher upon check-in.
- **BILLING:** Once credit line has been approved, Travel Agency will be required to settle the accounts due to the resort within seven (7) days from the departure of each guest. Should the Travel Agency fail to settle the accounts within the said credit period, Misibis Bay Resort reserves the right to demand immediate payment on all outstanding accounts and an interest of 1.5% per month will be charged to the Travel Agency on all overdue accounts.

A handwritten signature in black ink, appearing to be "J. M. M.", located in the bottom left corner of the page.

#### ADDRESS

**Resort:** Cagraray Island, Bacacay 4509, Albay, Bicol Region, Philippines  
**Manila Office:** 1208 West Tower, Philippine Stock Exchange, Ortigas Center 1605, Pasig City, Philippines

#### CONTACT

**Telephone:** +63 2 8661 8888  
**Mobile:** +63 917 599 1606 and +63 921 487 386  
**Email:** reservations@misibisbay.com

#### WEB

**Website:** www.misibisbay.com  
**Facebook:** MisibisBay  
**Instagram:** @misibis\_bay



➤ **Modes of Payment:**

Account	Bank	Account No.
Misibis Resort and Hotel Mgt. Inc. Savings Account	Bank of the Philippine Islands (BPI), Ortigas, Tektite Branch	4011-0073-12
		Swift Code: <b>BOIPHMM</b>
Misibis Resort and Hotel Mgt. Inc. Savings Account	Banco De Oro (BDO), Ortigas, Tektite Branch	0056-801-00399
In Person payment	Misibis Bay Reservation Desk : Hotel St. Ellis, Legazpi City	

**PET POLICY**

- Dogs, cats or any form of pets are strictly not allowed at the resort to ensure safety of all guests from any allergies and untoward incidents or accidents

**SMOKING POLICY**

- All guest rooms are 100% non-smoking. A Cleaning Fee of P5,000 will be incurred in violating this regulation.

**ALCOHOL POLICY**

- Guests must be 18 years or older to order or consume any form of alcohol. The hotel will not be liable for any incidents involving any relation to the violation of this policy.

**CORKAGE FEE POLICY**

- Food and beverages purchased off premises and brought into the resort shall be subject to corkage fees.

**SWIMWEAR POLICY**

- Guests are required to wear proper swimwear attire when using the resort's swimming pools.

**DAMAGE POLICY**

- The Client shall be held responsible for any damage made by the Client, their guests and their third-party contractors, to MISIBIS BAY RESORT and its facilities during the Event. All charges for repair / replacement of items must be settled by the responsible party upon check-out.

**CHECK-IN/CHECK-OUT POLICY**

- Our standard check in time is at 14:00H. Request for early check in is subject to availability.
- Our standard check-out is at time 12:00H. Request for late check-out may be accommodated subject to availability. To avoid incurring charges, kindly ensure that requests for late check-out are made.



**CHILD POLICY**

<b>6 years old and below</b>	Free-of-Charge as long as sharing a room with adults and no extra bed is required; meals will be on personal account; Free if from the buffet
<b>7 to 11 years old</b>	Free-of-Charge as long as sharing room with adults and no extra bed is required; meals are on personal account; 50% charge if from the buffet.
<b>12 years old and above</b>	Considered adults and shall be charged accordingly.

**Note:** As much as practicable, it is the policy of the Resort to avoid administering first-aid pediatric intervention for toddlers and below, unless medical history, records and parental consent are provided.

**REBOOKING POLICY**

60 days prior to arrival date	Changes on booking shall be accepted with no charges
45 days prior to arrival date	Changes on booking shall be charged fifty percent (50%) of the Total Contract Price.
Changes after the signed contract	Charge of ten percent (10%) of the Total Contract Price

- Rebooking of rooms will apply within 6 months from original date of departure. Package cost shall be subject to adjustments based on prevailing rates during the new travel date.

**CANCELLATION POLICY/NO-SHOW**

Cancellation made after the signing of the Contract	30% of the Total Contract Amount will be charged
Cancellation made thirty (30) days prior to arrival	50% of the Total Contract Amount will be charged
Cancellation made fifteen (15) days prior to arrival, including no-show on the date of arrival	100% of the Total Contract Amount will be charged

- For in-house guests who decide to shorten their stay, payment for the unused nights shall be forfeited/non-refundable.



**TERMS AND CONDITIONS**

- Contracted rates are valid for a maximum of 14 nights only
- Contracted rates are confidential and should not be published at any time AND **CANNOT BE USED FOR ONLINE SELLING**
- Contracted rates are non-commissionable
- **All room reservations and rates are subject to availability and confirmation**
- Misibis Bay Resort reserves the right at any time, by giving notice in writing, to cancel this agreement should the Travel Agency fail to fulfil the above terms and conditions

**FORCE MAJEURE CLAUSE**

- By signing this agreement, the Client hereby agrees that Misibis Bay Resort shall not be held liable for any loss or damage resulting from delay or failure to perform any of its contractual obligations within the time specified as a result of causes beyond its control (“Force Majeure”). Force Majeure may include, by way of example but not limitation, those circumstances beyond the control of Misibis Bay Resort such as acts of God, the public enemy, acts of government, or any department or agency thereof, as well as fire, flood, earthquakes, epidemics, quarantines, pandemics (including COVID-19), riots, wars, civil insurrections, freight embargoes, labor disputes, and unusually severe weather.

**ACCEPTANCE**

- In order to confirm this rate agreement, please affix your signature on the space provided below and return a copy to Misibis Bay Resort within three (3) working days upon receipt via email to your Sales Manager &/or at [reservations@misibisbay.com](mailto:reservations@misibisbay.com)

  
**JILLIAN CUAKI**  
Sales Manager

**TRAVEL PARTNER**

\*\*\* Signature/initials in all pages required

