



BY EMAIL TRANSMISSION

Date : 23rd September 2011

To : Mr. Esther
**INSPIRE CONSULTANTS MANAGEMENT
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From : Ziera for Muhammad Arif Abdullah
(AnCasa AllSuites, Resort & Spa, Port Dickson)

**SUBJECT : QUOTATION FOR TEAMBUILDING AT ANCASA ALLSUITES,
RESORT & SPA, PORT DICKSON.**

*Warmest greetings from **AnCasa AllSuites, Resort & Spa, Port Dickson !!***

Thank you for considering AnCasa AllSuites, Resort & Spa, Port Dickson, as the possible venue for your forthcoming seminar. We are pleased to append the detail as follows:-

Function

Nature of function : **Teambuilding**
Date : 2nd – 4th December 2011
Time : Please advise
No. of persons : 42 pax
Seminar Aids on : OHP with screen, rostrum with mic, flipchart/Whiteboard
Complimentary basis : with markers and eraser, PA system, writing materials, ice water and mints.

- ***We would only block the rooms for your Group when we receive a written confirmation and a 50% deposit from your esteemed Organization***
- ***Our Check in time is at 3.00pm and check out time at 12.00noon***

PACKAGE RATES

3 Days/ 2 Night package:

One Bedroom Suite (Based on 1 persons)

RM430.00nett per person based on Single occupancy

Two Bedroom Suite (Based on 4 persons)

RM360.00nett per person based on Twin Sharing

Three Bedroom Suite (Based on 6 persons)

RM340.00nett per person based on Twin Sharing

The above package quoted is inclusive of: -

- Two (2) Night Accommodation
- Two (2) Breakfast
- Four (4) Coffee/tea breaks
- Two (2) Lunch
- Two (2) Dinner
- One (1) Supper

ADDITIONAL

Teambuilding	-	RM30.00nett per person
Tele-match (5 games + cordial drinks)	-	RM10.00nett per person
Coffee Break	-	RM10.00nett per person
Lunch	-	RM35.00nett per person
BBQ Dinner (Saturday night only)	-	RM25.00nett per person
Fruit Basket (Priority local Fruit)	-	RM30.00nett per basket

Karoake

Small Room	1 st Hours	-	RM50.00nett per room per hours with cordial
	2 nd Hours	-	RM40.00nett per room per hours
Big Room	1 st Hours	-	RM100.00nett per room per hours with cordial
	2 nd Hours	-	RM50.00nett per room per hours

Equipment requirement
on rental basis :

TV & Video Player at RM100.00nett per unit per day.
 Collar Microphone at RM 50.00nett per unit per day.
 Slide projector at RM 60.00nett per unit per day

Other equipment :

LCD Projector can be arranged at a rental of RM600.00 per unit per day. Note: The rental of LCD projector will be imposed in the event if the equipment is not utilized during the function after written confirmation and acceptance.

Backdrop wording :

The first 50 characters without logo are free and for each additional character it will be charged at RM1.50nett per character . We require the exact wordings for the backdrop at least 2 weeks before the function or upon confirmation of the function.

Logo :

Logo will be charged according to design and size. Price ranges from RM80.00nett onwards per piece.

Lobby signage :

To advise the resort in three (3) working days prior to the function.

TERMS & CONDITIONS

ATTENDANCE

Billings are based on the guaranteed even if the attendance is less than the guaranteed. However, if the attendance exceeds that of the guaranteed, billings will be based on the actual attendance. Reconfirmation of the attendance and final arrangements must be notified in writing fourteen (14) working days prior to the function.

DEPOSIT

Upon confirmation of event, the Resort will requires 50% of the total estimated amount an advance deposit, with the balance to be settled in full upon end of function. The Resort reserves the right to release reservations not guaranteed by deposit, unless written arrangement on credit have been agreed by both parties.



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Quotation for Seminar/Teambuilding – INSPIRE CONSULTANTS MANAGEMENT

MODE OF PAYMENT

Payment can be settled either in cash or by credit card. Kindly make cheque payable to **UDA ANCASA SDN BHD** or bank-in into our **Maybank Port Dickson Branch Account No : 5050 4620 8901**. Kindly fax us the bank-in slip for our record purposes. Other incidental charges will be borne by individual guests upon checking out.

CANCELLATIONS

In the event where a cancellation is made less than fourteen (14) working days prior to the date of the function after written confirmation has been received, the Resort reserves the right to charge a 50% cancellation fee on the total estimated amount for the accommodation/function.

NO SHOW

In the event that there is no show for accommodation/function after a written confirmation is made, the Resort reserves the right to forfeit the deposit paid.

MACP PERMIT LICENSE

A MACP Permit License is required for events held in the resort ballroom/function room/banquet hall of the resort should there be any performance of music either through pipe-in-music, mobile machine, DJ or live performance by artist.

The client shall bear the MACP Permit License fees and the Resort shall not in any event liable or responsible for any civil or criminal taken by Music's Authors' Copyright Protection (MACP) Berhad against the client should the failed to obtain the MACP Permit License prior to their event.

MACP can be contacted at 03 – 7984 5089 or Mr. Ooi at 012 – 224 6500 or you may visit their website at www.marp.com.my to apply online.

NO COOKING

Please take note that cooking is not allowed in our suite, however it is possible for a guest to rent our microwave and hot plates.

The Resort does not allow home cooked food **“Brought In”** into the function and as well as **“Take Away”** food from buffet is also prohibited.

We would appreciate if you could advise us the actual date of the above event as soon as possible to enable us to proceed with the necessary arrangement.

We trust the above will meet your requirements. Should you need further assistance or clarification, please give us a call at 03 – 2026 6060 ext 7205 or fax us at 03 – 2072 2575

Thank you and best regards.

Yours sincerely

ANCASA ALLSUITES, RESORT & SPA, PORT DICKSON

On behalf

Ziera Rosly

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Muhammad Arif Abdullah
Sales Executive
017 – 323 0788

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Mohd Shukri Yusoff
Group Director of Sales