



Monday, October 23, 2017

Mr. Rajib Ahmed
Deputy Manager, Event & Logistics
Bangladesh Association of Software and Information Services (BASIS)
BDBL Bhaban (5th Floor), 12 Kawran Bazar, Dhaka -1215

Subject: Preferred Corporate offer for “APICTA Awards 2017 on December 7-10, 2017”

Dear Mr. Rajib,

Greetings from Long Beach Suites – A Luxury Business Hotel in Dhaka.

We would like to take this opportunity to express our sincere thanks and gratitude to you and your esteemed organization for patronizing **Long Beach Hotel Group** since its inception. And thank you once again for continuous and valued support and look forward to working with you.

Based on your patronage and support and the future business potentialities, we would like to offer the following Preferred Corporate Rate to facilitate you and your upcoming guests at **Long Beach Suites** Dhaka. Room Rates along with other facilities are given below to accommodate your guests at our hotel.

Room Categories	Published Rates 2017	Special Corporate Rates
Deluxe King	US\$ 200.00 ++ Per Night	US\$ 90.00 ++ Per Night
Super Deluxe King	US\$ 240.00 ++ Per Night	US\$ 100.00 ++ Per Night
Premier King	US\$ 300.00 ++ Per Night	US\$ 110.00 ++ Per Night
Executive Suite	US\$ 400.00 ++ Per Night	US\$ 140.00 ++ Per Night
Long Beach Suite	US\$ 500.00 ++ Per Night	US\$ 180.00 ++ Per Night

The above rates are subject to 10% Service Charge and 15% Govt. VAT. If for any reason the Government Duty structure and Dollar conversion rate changes, the new structure will be applicable with the above quoted rates. Our Dollar conversion Rate is: US\$ 1 = BDT 81.

Please Note: For additional person, another US\$ 20++ will be charged per room per night. Twin sharing beds are available only in Super Deluxe & Premier King Rooms.

The rates quoted above include the following facilities:

- Complimentary Buffet breakfast per room per night at Cozy Sizzler Restaurant.
- Complimentary Use of High-speed internet (Wi-Fi) in room.
- Complimentary Two bottle of mineral water per day (0.5 liter)
- Complimentary Daily local Newspaper.

Long Beach Suites



- Complimentary one pick up from airport on Hotel shuttle bus.
- Complimentary Welcome Drinks upon arrival
- Complimentary one Deluxe Fruit basket upon arrival
- Complimentary Use of Health Club (Modern Gymnasium, Steam & Sauna) and Swimming Pool on 14th Floor.

Additional Amenities in suite rooms:

- Complimentary Express Check-in & check-out facilities.
- Complimentary one premium Fruit basket upon arrival.
- Complimentary Tea/coffee making facilities in the room.
- 20% Discount on all services in Spa on Level 14.
- 25% Discount on Limousine Services.
- 25% Discount on all services in Business Centre.
- Complimentary Shoe Shine.
- Complimentary Local telephone calls, facsimile, email & internet services facilities
- Late Check Out till 04:00 pm (Depends on availability)

Note: This rate will be valid during the event.

General Terms and Conditions:

- Our standard Check-In time is 1400 hours and check out time is 1200 hours.
 - ✓ Late checkout up to 1400 hours complimentary (Depends on availability).
 - ✓ 100% full charge for early check in before 1000 hours.
 - ✓ 50% additional charge for late check out after 1400 hours (subject to availability).
 - ✓ 100% full charge for late check out after 1800 hours (subject to availability).
- All the booking request must be communicated to the hotel in writing (either by letter, facsimile or email).
- The Preferred Corporate Client will make an advance reservation with the hotel and the hotel will confirm the reservation subject to availability. If for any reason, the requested room category is not available, the hotel will offer alternative category of rooms and the rate will be applicable for that category of room.
- The hotel will send reservation confirmation to the client upon receipt of reservation request in writing.
- During Check-In time, credit card pre authorization will be taken by the Front Office of the respective guest. In case of cash payment, full cash payment must be made during Check-In time. All the guests will settle the bill by cash or credit cards during the time of Check-Out unless we have credit arrangement with the client. Clients having credit arrangement with the hotel must communicate the payment instructions in writing at least 24 hours prior to guest arrival.
- The hotel strongly recommends that all the reservations should be guaranteed by credit cards. If the hotel and the preferred client have a credit arrangement, a letter signed by an authorized person of the preferred client will serve the purpose of guarantee.

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- This is an offer letter and does not automatically extend credit facility. Long Beach Suites Dhaka reserves all rights to make any changes without any prior notice.

Cancellation Policy:

One night's room charge will be applicable for No Shows/Cancellation unless hotel receives cancellation notice in writing 48 hours before the guest arrival by the guest or the organization concerned.

Early Departure Policy:

In case of early departure additional one night will be charged.

We look forward to have a mutually beneficial business relationship in the days ahead. We would be very happy to assist you on your further requirements.

Thanking you,

Md. Walid Shamim

Head of Sales & Marketing
Long Beach Hotel Group
Cell: +88 01755557929

Excellence & Exception is What Makes Us - the best luxury business hotel in Dhaka. Long Beach Suites is an international standard Business hotel with 101 rooms, 02 restaurants, 02 meeting/conference rooms, SPA and long beach signature bath amenities, world class furniture and services that include a **heavenly bed** with other facilities. www.longbeachsuitesbd.com

Long Beach Suites Dhaka

Bangladesh Association of Software and Information Services (BASIS)

Name : Md. Walid Shamim
Title : Head of Sales & Marketing

Name :
Title :

Signature:

Signature:



Date: 23 October 2017

Company stamp: