

October 04, 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, Bangladesh.

Subject: Special Proposal Letter for APICTA Awards 2017 on December 7-10, 2017.

Dear Mr. Ahmed,

Warm Greetings from Dhaka Regency Hotel & Resort - The new-generation business class hotel closest from the airport! We have 214 luxuriously furnished Guest Rooms and Suites, Thai Spa, Health Club, Bar, Lounge, Multi Cuisine Restaurants, countries most beautiful Roof Top Restaurant with Swimming Pool and World Class Venue facilities.

Thank you for the enthusiasm you have shown to our hotel. Considering your patronage and foreseeing your business potential, we are pleased to confirm the following special rates to accommodate your guests at our hotel:

Rooms at Regular Floors (7th to 10th Floor):

Room Types	Room Rates (Published Rates)	Your Special Discounted Rates
Standard (Single Occupancy) (Rooms without Window)	USD 170 ++	USD 100 ++
Standard (Double Occupancy) (Rooms without Window)	USD 200 ++	USD 120 ++
Luxury Deluxe (Single Occupancy)	USD 250 ++	USD 140 ++
Luxury Deluxe (Double Occupancy)	USD 280 ++	USD 160 ++
Executive Suite (Single Occupancy)	USD 400 ++	USD 180 ++
Executive Suite (Double Occupancy)	USD 430 ++	USD 200 ++

The following complimentary benefits are inclusive of the room:

- **Airport Pick up & Drop** via Dhaka Regency Shuttle Service.
- **Buffet Breakfast** per room per night at Grandiose Restaurant.
- **Welcome Fruit Basket** on arrival.
- **Two 500 ml Bottles of Local Mineral Water** in room daily.
- **In room Tea/Coffee making facilities.**
- **One Local Daily Newspaper** in room daily.
- **Use of our fitness center, DR Fitness, on Level 13, including Steam & Sauna (Except Spa).**
- **Use of our Rooftop Swimming Pool.**
- **Use of Wi-Fi Internet Service** throughout the hotel premises except in Business Center.

Check-in + Check-out Time:

Check-in Time : 14:00 Hours

Check-out Time: 12:00 Hours

Early Check-in & Check-out:

For Check-in prior to 14:00 Hours, the room must be pre-booked from the previous night. In this case, one night's additional room charge will be applicable. All early Check-ins will be subject to availability (Occupancy, Arrivals and Departures). One night's additional room charge will be applicable for early Check-out/Departure

Late Check-out:

For late Check-out till 18:00 Hours will incur a Half Day charge. After 18:00 Hours it will be charged as full day. All late Check-outs will be subject to availability (Occupancy, Arrivals and Departures).

No-show/ No Arrival:

In case of any No-show, One night's room charge will be applicable.

Cancellation Policy:

- No Cancellation Charge - 15 days prior to Check-in Date.
- 50% of the projected bill amount - 13 days prior to Check-in Date.
- 100% of the projected bill amount - 10 days to Check-in Date.

Cut Off Date: November 10, 2017

General Terms & Conditions:

- The above rates are subject to 10% Service Charge & 15% VAT which attracts compound calculation. The Conversion Rate: **USD 1.00 = BDT 81.00.**
- This offer is only valid for this event related accommodation.
- This offer is not applicable for OTA & doesn't include TA Commission.
- Hotel's rules and regulations will apply and might change without any prior notice.

Requirements for the reservation confirmation procedures:*

- Confirm the specific room category for reservation *
- Mention Guests' Information (Name, Check in & Check out date and Flight Details, if any)
- Specify the payment instruction & Provide credit card details / Advance Payment to ensure reservation security*

For the Credit Card details we have some requirements*

- Both side scan copy of Credit Card*
- Authorization Letter (attached herewith) along with Card holder's signature*

Contact Person:

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