

05 October 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

Contact no: +88 01911 956214
E-mail: event@basis.org.bd

Subject: Proposal for prestigious APICTA Awards 2017 at Le Méridien Dhaka.

Dear Mr. Ahmed,

Le **MERIDIEN**

Thank you very much for your interest in Le Meridien Dhaka and considering as a possible venue for accommodation for your upcoming group from 07/12/2017 to 10/12/2017. I am very pleased to introduce myself as your representative for Le Méridien Dhaka. My goal is to provide seamless and efficient communication to find the best fit and value for your program. Detailed below is information on how your program would fit at our property. I look forward to speaking with you soon!

Please note the proposed rates are for this group only and may not be utilized for individual travellers. Individual rates will differ from group rates on a case-by-case basis according to market conditions and requirements. This proposal supersedes all our earlier proposals and quotations (if any) addressed to you for this query.

Le Méridien Dhaka

Internationally awarded, Le Méridien Dhaka is the city's most luxurious business hotel featuring 304 guestrooms with the décor of bright accents on soft achromatic tones creates a pleasurable ambience from guest room and Food & Beverage venues to the banquet halls.

Le Méridien Dhaka offers a secured and comfortable environment amidst uncongested surroundings that provides faster access to places of business or interest, especially with the hotel's Wi-Fi enabled fleet of luxury vehicles. Le Méridien Dhaka provides new perspectives for business and leisure travellers alike. The hotel is conveniently located less than 02 kilometres from Hazrat Shahjalal International Airport (DAC).

Guests are invited to experience uncompromising service, modern design, and limitless opportunities for discovery. Creative and original programmes inspire new ideas and stimulate new connections. The hotel's dynamic, engaging environment is designed to enhance the quality of your stay and improve your meetings.

A revitalising massage in the Signature Explore Spa™ awaits at the end of a long day, or one can work out stress in our state-of-the-art health club or with a refreshing dip in the infinity rooftop pool. Our restaurants, lounge, and bar feature a wide-ranging selection of local and international dishes and drinks.

LE MERIDIEN DHAKA

79/A Commercial Area, Airport
Road
Nikunja 2, Khilkhet, Dhaka 1229
Bangladesh
T +88 02 890 0089

ACCOMMODATION

It is our pleasure to offer the following special rates for upcoming group. We are pleased to offer 100 Rooms as per the below details.

Breakdown of Guestrooms : 70 Deluxe Rooms + 20 Club Rooms+ 10 Junior Suite
Total No. of Guestrooms : 100 Rooms
Check-In : 07/12/2017 (please confirm)
Check-Out : 10/12/2017 (please confirm)

SPECIAL RATES

We are pleased to present our Special Rates for your upcoming Group:

ROOM CATEGORY	RACK RATE	SPECIAL RATE
Deluxe Room (Single Occupancy)	US\$ 700++	US\$ 200++
Club Room (Single Occupancy)	US\$ 900++	US\$ 275++
Junior Suite	US\$ 1,100++	US\$ 360++

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Deluxe Room rate includes:

- Daily Buffet Breakfast at Latest Recipe
- High-Speed Internet Access (10 Mbps)
- Two bottles of local drinking water (500 ml) in the room
- One local English newspaper daily
- In-room tea / coffee making facilities
- Use of Health Club and Infinity Swimming Pool
- A unique roof top walking trail.

Additionally Club Room, Junior Suite rates include:

- Daily Buffet Breakfast at Latest Recipe / Le Méridien Club Lounge
- Four pieces of laundry per person per night (regular service only)
- Access to Le Méridien Club Lounge

EXTRA PERSON

Above rates and facilities are for single occupancy only except Le Méridien Suite and Presidential Suite and additional charges applicable for extra person. Maximum two adults are allowed in one room.

DELUXE ROOM

- US\$ 50++ will be charged per person per night with Buffet Breakfast

CLUB ROOM

- US\$ 75++ will be charged per person per night with Le Méridien Club Lounge facilities

EXTRA BED

- US\$ 30++ will be charged for per extra bed per night

ROOM RESERVATIONS CONTACT

Reservation Sales Agent

T +88 02 890 0089 / +88 0963 890 0089

F +88 02 890 0090

E-mail reservations.dhaka@lemeridien.com

CHECK-IN + CHECK-OUT TIME

Check-in Time: 15:00

Check-out Time: 12:00

For guaranteed room availability prior to 15:00, the room must be pre-booked from the previous night at a full night's room rate.

LATE CHECKOUT

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

EARLY DEPARTURE

Rooms will be charged for the entire duration of the stay of early departure / unfulfilled room nights (entire duration of booked stay) after confirmation of room block with applicable Service Charge and VAT.



NO-SHOW / NO ARRIVAL

Room will be charged for the entire booking period with applicable Service Charge and VAT for No Show / No Arrival.

AIRPORT TRANSFER

DESTINATIONS	SHUTTLE SERVICE	LIMOUSINE SERVICE		VOXY / NOAH / MICRO	HIACE / URVAN	MERCEDES PREMIUM SERVICE	
	BY BUS	SEDAN	SUV	05-07 SEATS	10-12 SEATS	SEDAN	SUV
Airport – Hotel	US\$ 15++	US\$ 20++	US\$ 30++	US\$ 50++	US\$ 70++	US\$ 100++	US\$ 150++
Hotel – Airport	US\$ 15++	US\$ 20++	US\$ 30++	US\$ 50++	US\$ 70++	US\$ 100++	US\$ 150++

Note: Shuttle service charges are per person per way and all other airport transfer charges are per vehicle per way.

TERMS + CONDITIONS

GENERAL CONDITIONS

- The above quoted rates are subject to 10% Service Charge and 15% VAT which attracts compound calculation (26.50%). If for any reason the Government duty structure changes and / or the Government imposes additional supplementary duties / taxes and / or Hotel Management changes any charges structure on hotel services, then the new structure will be applicable with the quoted rates.
- The above quoted rates are non-commissionable regardless of booking source; i.e. company direct, guest direct, nominated travel agents etc.
- Payments of all amounts by guests and Preferred Corporate Clients to the hotel shall be in Bangladeshi Taka (BDT) with the current conversion rate of the hotel, which is US\$ 1 = BDT 83. This conversion rate may change without prior notice.
- This offer is not an authorization to extend any credit facilities.
- This offer is valid for this event only.

Booking Entitlement

All the booking for APICTA Awards Day need to be made by link provided by hotel / BASIS. For direct mail booking hotel will take authorisation from the individual guests.

DEPOSIT AND CONFIRMATION POLICY

25% of the estimated total is required to be deposited by cash / credit card / account payee cheque at the time of formalizing the reservation.

Additional 50% of the estimated total has to be deposited as confirmation through cash / credit card / account payee cheque 90 days prior to the group arrival date.

The balance 25% of the estimated total has to be deposited as final deposit through cash / credit card / account payee cheque 60 days prior to the group arrival date.

All cheques and payments are subject to realization and realized receipts should be available to the hotel before the cut-off period as mentioned above.

CUT-OFF DATE

It is mutually understood that this is only a proposal and we will only be able to keep a tentative booking of the room block and the function space for your group till **25/10/2017** the latest. After that the booking of the rooms and the function space will be released and will remain subject to availability for your group. We, therefore, request you to confirm all the details along with the deposit by the above mentioned date, so that we can prepare the contract and finalize the arrangements.

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CANCELLATION POLICY

Any cancellation must be made in written from Yunus Centre or from guest directly via email or fax.

Cancellation before 21 days of arrival- No Cancellation Charge

Cancellation within 20 days of arrival- 01 night charge

Cancellation within 15 days of arrival- Charge for entire stay

DINING + ENTERTAINMENT

Le Méridien Dhaka invites you to embark on a culinary journey in our refined restaurants and bars.

LATITUDE 23

Sophisticated décor, our Latitude bar is a stylish venue to engage in relaxed conversation with friends and fellow travellers over fine coffees, chilled wines or pleasurable bar creations.

LATEST RECIPE

Start your day with our interactive buffets and Le Méridien Signature Breakfast at our international all day dining restaurant, and finish it with a selection from our modern á la carte menu.

FAVOLA

A contemporary Italian dining venue with regional dishes, inspired by fresh ingredients and the imagination of our passionate chefs.

15 ABOVE

Sit back, relax and enjoy the views from our welcoming lounge bar.

OLEA

Our specialty Mediterranean restaurant offers a new perspective of timeless and distinctive flavours.

POOL BAR

Our rooftop Pool Bar offers panoramic views of the city skyline, cooling beverages, and light fare for sunbathers and swimmers.

INFINITY PRIVATE RESTAURANT

A space to create stimulating corporate or social engagements in intimate numbers with the luxury of eclectic menus from any of our six restaurants or an exclusively designed fare by our Chefs of the World.

EXTRAORDINARY SERVICES

A revitalizing massage in the Signature Explore Spa™ awaits at the end of a long day, or one can work off stress in the state-of-the-art health club or a refreshing dip in our rooftop infinity pool. Our restaurants, lounge and bar feature a wide-ranging selection of local and international dishes and drinks.

STARWOOD LOYALTY PROGRAMMES

SPG Pro

You're in the people business, and in this line of work, business is always personal. We don't just look at what you do for a living; we also look at what you do for life. That's why we created SPG Pro, a loyalty offering that rewards you personally for the things you do professionally. Find out more about SPG Pro at spg.com/pro -

- **Great Points:** Earn 01 Starpoint for every US\$ 03 you book for meetings to a max of 20,000 Starpoints per event. Earnings get richer when you reach elite status.
- **Go Elite:** For every 20 room nights you book on behalf of others, you'll earn 01 eligible night toward elite status, which starts at 25 eligible nights per year.
- **You've Earned It:** Redeem Starpoints for whatever you want, like a free night without blackout dates or VIP access to the hottest music, sports and cultural experiences around the world with SPG Moments™

StarGroups

A hassle-free online tool for group reservations and event marketing that personalizes web page for each group booking that allows the organizer to send a web link to their attendees for making direct guest room reservations with Le Méridien Dhaka and receive instant confirmations.

LOOKING FOR ANY OTHER DESTINATIONS?

If you are looking for meeting space and / or group bedrooms at any other destination, we would be delighted to reach out to one of our over 1,000 properties around the world. Please click on the link to browse our property directory: [Starwood Hotels & Resorts](#)

We hope that we have covered all the point of your requirements. Please feel free to contact us if you have any further query or need any clarification. We are looking forward for having your confirmation and details so that we can prepare ourselves to make this a grand success.

Le **MERIDIEN**

Signed by a representative of Le Méridien Dhaka	Signed by a representative of BASIS
Name: Mahmudul Hasan	Name: RAJIB AHMED
Title: Trainee Sales Specialist	Title: Deputy Manager, Event & Logistics
Signature:	Signature:

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