

Dhaka; 23 September 2017

Attn: Rajib Ahmed  
Deputy Manager, Event & Logistics  
Bangladesh Association of Software and Information Services (BASIS)

Dear Sir,

**Greetings from THE WAY Dhaka. Truly an upscale boutique hotel.**

Nestled in the vibrant and growing business district, THE WAY Dhaka is an international brand to Dhaka, ideally located in the central business area of Gulshan-2. This beautiful, unique property with five star facilities is positioned in the prime diplomatic and commercial zone, Gulshan 2 of the city and near to all key business entities.

THE WAY Dhaka houses thirty-eight beautifully appointed guestrooms plus two upscale suites and infinity rooftop swimming pool, steam and sauna facilities. All rooms and suites are spacious, stylishly appointed in elegant earth tones and come with high speed Wi-Fi internet service, a mini-bar, in-room electronic safe, 42" LED Smart Slim Line TV, iHome Device, own source water with five layers water filtration including UV treatment, in-room smoke detectors & fire sprinklers along with emergency fire exit stairs from every floor and 24-hour room service.

Refer to your requirements for the upcoming reservations on 2017-18; I am pleased to submit a special "Room rates" along with other facilities and services for BASIA.

Room Type	Rack Rate	Corporate Rate Single Occupancy	Corporate Rate Double Occupancy	Rate for Long stay/ Group RSV	Room Size SFT/SM
Deluxe Double Queen	USD 260++	USD 123++ USD 155 net	N/A	N/A	266/25
Deluxe Double King	USD 280++		USD 132++	USD 107++	291/27
Executive King	USD 310++		USD 167 net	USD 135 net	336/31
Deluxe Twin	USD 280++	N/A	USD 132++	USD 115++	258/24
Executive Twin	USD 310++		USD 167 net	USD 145 net	284/27
Premier Suites	USD 500++	USD 235++	USD 255++	USD 200++	602/56
ADA Room (The Americans with Disabilities Act)	USD 310++	USD 125++ USD 158 net	USD 135++ USD 171net	USD 107++ USD 135 net	336/31

\*\* All the rates quoted are subject to 10% Service Charge and 15% VAT  
(Calculated on a compound basis and actual Service Charge and VAT is 26.50%)  
\*\* 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 US Dollar Conversion Rate is USD 1 = BDT 82

\*\*\* Long Stay rate will applicable only for the guarantee reservation, which is confirm for 21 nights continue stay or as group stay cover total 21 nights and above.  
\*\*\* Long Stay & Group Reservation price based on SINGLE Occupancy.

++

\*\*\* This Special rates will be valid until 30<sup>th</sup> June 2018.

**\*\*Rates include the following Complimentary facilities:**

- Buffet breakfast
- Two bottles of mineral water
- Fruit basket in room upon arrival
- Use of Health Club & Infinity view Pool
- In room Tea/Coffee making facilities
- Laundry service for 2 pieces (Trousers & Shirt/Tee-shirt) every day. No carry forward. (only for Long Stay Guest)
- Airport pickup with Meet & Greet Service.
- 40% Discount on Dinner buffet & 15% on other food order (Except Room Service).

**\*\*Rates for additional services:**

	Particulars	Rack Rate	Special Rate	Charge type
<b>Additional Charges</b>	Buffet Breakfast	US \$ 20++	\$ 20.00 Net	Per person per night
	Airport Pick-Up (Limousine)	US \$ 25++	\$ 20.00 Net	Per person per way
	Airport Drop-off (Limousine)	US \$ 25++	\$ 20.00 Net	Per person per way
	Extra Bed	US \$ 30++	\$ 30.00 Net	Per person per night

**\*\* THE WAY Services & Facilities:**

- 24/7 reception, concierge & limousine service
- 24/7 security service with armed guard
- Full power backup generator
- Airport pick up and drop off
- Laundry service with express facility
- Rollaway beds & baby cribs
- Inter-connecting rooms (limited numbers)
- Smoke detectors, fire alarms, fire sprinklers, fire hydrants
- All drinkable water from five layers Water Filtration with UV treatment (ICDDR B Certified)
- Uninterrupted power supply
- Luggage storage.
- City tours, sightseeing.
- Ticket reservations, flight information
- Smoking & non-smoking rooms
- Airport Protocol Service for arrival and departing guests.
- Currency exchange.
- Express check-in/check-out.
- Online reservation facilities.
- High speed internet (Wi-Fi)
- Electronic in-room safe
- Bath robe & slippers
- International direct dialling (IDD) system
- 24/7 coffee shops
- Individual climate control system
- Infinity roof top swimming pool
- 24/7 Workout, sauna & steam room
- 24 hour private dining
- Conference room
- Luggage scanner, Metal detection security doors & CCTV
- ADR facilities

**\*\*DINING:**

**TOP OF THE WAY** all day dining restaurant provides Dhaka with an international quality restaurant and as the name suggests, it is uniquely located on the top floor of the hotel providing outstanding panoramic views of the city when dining. There is nothing in Dhaka quite like this restaurant in design.

Experience the innovative design of **CONVERSE CAFÉ**, located in the beautiful hotel lobby. The Café is open 24 hours and provides great coffee and tea all complemented by a large selection of mouth watering cakes, premium chocolates and Danish bakes.

**THE COURTYARD CAFÉ** is located in a lovely secluded al fresco dining outdoor courtyard off the hotel lobby. A great meeting place, a social location and the ideal outlet for the smokers of the world!



**\*\*General Terms and Conditions:**

- Our standard Check-In time is 1400 hours and check out time is 1200 hours. There will be 100% full charge for early check in before 1000 hours and 50% additional charge for late check out until 1600 hours (subject to availability) and 100% full charge for a late check-out after 1600 hours(subject to availability).
- All bookings requests 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 an alternative category of rooms and the rate will be applicable for that category of room.
- The hotel will send a 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 card during the time of check-out unless we have a credit arrangement with the client. Clients having a 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 a credit card. If the hotel and the preferred client have a credit arrangement, a letter signed by an authorized person of the company of the preferred client will serve the purpose of guarantee. *Credit Request Form Attach.*
- In terms of Company payment, Payment shall be made by A/C Payee Check in favour of "Galaxy Hotels & Resorts Ltd." where **THE WAY Dhaka** is agent for Galaxy Hotels & Resorts Ltd doing business as **THE WAY Dhaka**.
- This is an offer letter and does not automatically extend credit facilities. **THE WAY 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/Cancellations unless hotel receives cancellation notice in writing 48 hours before the guest's arrival. For Group reservation

**\*\*Early Check In and Departure Policy:**

For any Earlier Check-In will be subject to availability and chargeable, equivalent to one night price due to room will be reserve from previous night. Same as In case of early departure an additional one night will be charged.

I look forward to have a mutually beneficial business relationship in the months ahead and I am always happy to assist you with your future requirements.

**Yours sincerely,**

**Hasan Ariful Islam  
Manager Sales**

Cell: +880 1844027406

Email: [hasan.ariful@thewaydhaka.com](mailto:hasan.ariful@thewaydhaka.com)

**Receive By:**

**Rajib Ahmed  
Deputy Manager, Event & Logistics  
Bangladesh Association of Software and  
Information Services (BASIS)**

BDBL Bhaban (5th Floor), 12 Kawran Bazar,  
Dhaka -1215

Phone: +880 96 12322747 Ext-111, +8802 8151196;

Mobile: +8801911956214 Email:

[rajib.iubinfo@gmail.com](mailto:rajib.iubinfo@gmail.com)

LUXURY REDEFINED at the most lavish hotel in Dhaka. **THE WAY Dhaka** is an international branded boutique hotel with 38 rooms and 2 suites, 01 restaurant, 02 cafes & 01 meeting room.

