



15 July 2026

Ms. Suhana Binti Omar

Executive, Welfare & Member Services

THE INSTITUTION OF ENGINEERS, MALAYSIA

Bangunan Ingenieur, Lots 60 & 62,
Jalan 52/4, P.O. Box 223, Jalan Sultan,
46720, Petaling Jaya, Selangor,
Malaysia.

Tel No. : 03 – 7968 4003
Mobile No. : -
Email : suhana@iem.org.my

Dear Ms. Suhana,

SUBJECT: GENERAL QUOTATION FOR MEETING & ACCOMMODATION – THE INSTITUTION OF ENGINEERS, MALAYSIA | 2026/2027

Thank you for taking the time to allow me to introduce the Irama Kuala Lumpur.

We are excited to bring this brand-new 5 Star hotel, ideally situated in Titiwangsa Sentral, along Jalan Pahang, a perfect location for both leisure and business travelers. Towering 41 stories tall, the hotel offers 766 luxurious accommodations where guests can indulge in stunning view of the KL city skyline from their rooms.

At Irama Kuala Lumpur:

- We offer state-of-the-art MICE facilities and advance audio-visual technology. The hotel features 18 versatile conference venues and a built-in auditorium, making it an excellent choice for corporate events, conferences and incentives. The hotel provides elegant venues for social gatherings, weddings, and celebrations, ensuring memorable experiences.
- We offer a diverse culinary scene with seven (7) food & beverage outlets, with an additional four (4) signature restaurants at the top of the hotel. Guests can relish a unique dining experience at the sky dining rooftop restaurant and bar, which offers panoramic city views.

Following our recent discussion, we are pleased to present this general quotation for your consideration. The rates and information outlined herein are intended to support IEM's future meeting, training, seminar and accommodation requirements.

Thank you.

Yours sincerely

Prepared By:

A handwritten signature in black ink, appearing to read "Alwi".

Alwi Azmi
Assistant Administrator
(Corporate)

Verified By:

A handwritten signature in black ink, appearing to read "Shireyrl Ranger".

Shireyrl Ranger
Director of Sales

Seminar Arrangement		
Date of Event	:	Year 2026 / 2027
Time of Event	:	To be advised by client
Type of Event	:	Meeting / Seminar / Training
No. of Persons	:	To be advised by client
Set-Up	:	To be advised by client
Venue	:	Subject to venue availability upon confirmation of event date, final programme and number of attendees

Seminar Packages	
Full Day Seminar	MYR 300.00+ per person per day • Use of a fully equipped venue from 9:00 a.m. to 5:00 p.m. • 01 Welcome Break • 01 Morning Coffee Break • 01 Buffet Lunch • 01 Afternoon Coffee Break
Half Day Seminar	MYR 250.00+ per person per day • Use of a fully equipped venue from 9:00 a.m. to 1:00 p.m. • 01 Welcome Coffee Break • 01 Morning Coffee Break • 01 Buffet Lunch

The above packages are inclusive of the following benefits
• Complimentary meeting amenities including writing paper, pencils, mints and bottled drinking water. • Usage of 01-unit whiteboard with assorted markers and 01-unit flip chart. • Basic PA System with LED Screen at Irama Grand Ballroom. • Two (2) Wireless Microphone & one (1) Rostum Microphone. • Complimentary Wi-Fi access.

Information
• Special dietary is available upon request including Vegetarian, Gluten Free, Nut-Free. • Usage of function room after the stipulated time is chargeable. • Hotel reserved the right to revise all the rates quoted herein should there be a revision and/or introduction of new tax/levy imposed by the government.

Minimum Guaranteed Attendance

As this is a general quotation, the minimum guaranteed attendance and applicable food and beverage commitment will be confirmed once the event date, venue, set-up, programme and attendance are finalised. The final guaranteed attendance must be submitted at least seven (7) working days prior to the event. Charges will be based on the guaranteed or actual attendance, whichever is higher.

Venue Changes

Venues are assigned based upon the number of people anticipated. We understand there may be additions in the final program prior to actual group arrival. Every effort will be made to accommodate any additional space requirements; however, requests will be subject to space availability.

Should there be a decrease in your attendee's commitment, food and beverage functions or any alteration in your venue requirements, the Hotel reserves the right to move your venue that is suitable for the success of your event. We will inform you of any such changes at the earliest opportunity.

Room Rates

Room Category	Size	Tariff Rate (MYR) +	Rates (MYR) +		Rates (MYR) Nett	
			Single	Twin	Single	Twin
Deluxe Room	32 sqm	800.00	410.00	440.00	442.80	475.20
Club Room	32 sqm	1,200.00	660.00		712.80	
Junior Suite	48 sqm	1,600.00	880.00		950.40	

- Rates are **inclusive** of Daily Buffet Breakfast and rates are non-commissionable.
- Room bedding configuration is not guaranteed and will be allocated based on availability.
- Rates quoted are based on a minimum of 100 revenue-producing room nights. Any reduction in room night volume may result in a revision of the above rates.

Child Policy

The Hotel will only allow a maximum of two (02) children below the age of 12 years for each room stay for free using the existing bedding.

Children aged below 5 years dine on a complimentary basis, while those between 6 and 11 years old will enjoy a 50% discount off the published adult meal rate. As such, the Company will be required to advise for any booking where accompanying children are below the ages of 12 years.

Check-In / Check-Out Policy

Check-in time is after 3 pm on the day of arrival. Early access to the room/s prior to 3 pm will be subjected to room availability at the time of check-in. For guaranteed access to the room/s prior to 3 pm, the room/s must be reserved from the previous night at the applicable rate, unless prior arrangements have been made in writing with the Hotel.

Check-out time is 12 pm on the day of departure. Late check-out until 6 pm shall be charged 50% of the applicable room rate per room. A full night's rate per room will be charged for check-out required after 6 pm. Late check-out requests are subject to Hotel availability and should be arranged in advanced.

Early Departure Fee

In the event of early departure (where the departure date is modified after guest check-in), the Hotel reserves the right to charge compensation equal to one (1) night room and applicable taxes. In the case where the Hotel is running a high occupancy, the Hotel reserves the right to charge compensation equal to the entire duration of the room booking.

No Show

For rooms which are not cancelled by the guest or Organizer where the guests fail to occupy the room on the day of check-in, charges are applicable for the full number of nights booked at a full Group room rate each night. These rooms are deemed to be guaranteed.

Non-Applicability of Rates for MICE Events

Any booking identified as being associated with MICE events at the nearby convention hall shall be excluded from this proposal, and the quoted rates shall be deemed null and void.

Group Cancellation Policy

Upon confirmation, the following cancellation policy applies:

Cancellation Period	Charges / Policy Applied
Up to 60 days prior to event date	No cancellation charges will apply.
59 to 30 days prior to event date	Up to 50% if the last updated guaranteed number of attendees may be reduced without penalty. Any reduction beyond 50% will be charged at full agreed rate.
29 to 14 days prior to event date	Any further reduction will be charged at 75% or full price of the agreed rate as per proposal.
13 days or less prior to event date	100% of the last updated number of room nights will be charged the full price according to the agreement.
Written Notice Requirement	All cancellation or amendments must be submitted in writing and must be acknowledge and reconfirmed by the Hotel to be considered valid.

Applicable Tax

“+” **rates** are subject to an additional 8% Sales and Service Tax (SST), while “**Nett**” **rates** are inclusive of the 8% Sales and Service Tax (SST). All taxes and levies are subject to the prevailing government regulations. The Hotel reserves the right to revise the rates accordingly should there be any changes to the applicable taxes, levies, or statutory charges.

Tourism Tax (TTx) is applicable to ALL foreign guest/s at **MYR 10.00 nett** per room/night. This amount is to be collected by the hotel on behalf of local authority. Malaysian citizens and PR holders are exempted from TTx. MyKad or MyPR identification is required upon check-in. Failure to produce the ID will result in TTx being imposed.

Hotel Fact Sheet

Hotel fact sheet is attached for your kind perusal. Information about a hotel’s location, room types and amenities, dining options, main and event facilities, contact information are explained in a concise manner.

Confidentiality

Client agrees to keep the terms of this proposal, including the rates offered confidential and not to disclose such information to any third party without the consent of the Hotel, for the entire duration of this proposal.

Validity of Rates & Booking Status

This general quotation is valid for acceptance until 1 December 2026. The quoted rates are applicable to events held in 2026/2027, subject to availability, blackout dates and final confirmation by the Hotel. No guest rooms or function spaces are being held at this stage. **Written confirmation is required for us to proceed with the tentative arrangements.**

Upon expiry of the validity period, the quotation will lapse automatically and the rates will be subject to review.

We trust the above information have covered your initial request. We will contact you shortly to review the proposal and answer any questions you may have.

Should you require further information, please do not hesitate to contact me directly at mobile +6012-677 1777 / +6011-6291 8811 or email: shireyrl.ranger@iramakl.com / corp.sales@iramakl.com

Yours sincerely,

Prepared By:



Alwi Azmi
Assistant Administrator
(Corporate)

Verified By:



Shireyrl Ranger
Director of Sales

Appendix A

Guest Rooms

In-Room Amenities & Guest Privileges	
▪ Daily buffet breakfast at Coffee House ▪ Integrated Room Management System ▪ 55" 4K Smart Television ▪ Select TV Video-on-Demand (VOD) library ▪ Security door lock & electronic safe ▪ Ink and Water Designer Bath Amenities ▪ Coffee/tea making facilities with bottled water	▪ IDD telephone with voicemail ▪ Complimentary high-speed Wi-Fi access (24/7) ▪ Hairdryer, iron & ironing board ▪ Spacious work table ▪ Selection of soft & hard pillows ▪ Use of swimming pool & sauna ▪ 24-hour access to gym

Club Room & Suite Room Privileges
▪ Choice of breakfast venue – Club Lounge or Coffee House ▪ Personalized check-in at Club Floor, Level 37 ▪ Access to Club Floor facilities, including Club Lounge & private meeting room ▪ Running buffet with complimentary coffee, tea & snacks ▪ Open bar & cocktail service from 6:00 pm – 8:00 pm ▪ Laundry, pressing & shoe shine services available (T&C applies)

Car Parking

Type of Parking	Rate Per Entry
▪ Self-Parking (In-House Guest) ▪ Self-Parking (Banquet & Event Guest) ▪ Valet Parking (In-House Guest) ▪ Valet Parking (Banquet & Event Guest)	▪ Complimentary ▪ MYR 10 Nett (with validation) ▪ MYR 45 Nett (maximum 8 hours) ▪ MYR 45 Nett (maximum 8 hours)

The hotel has a total of 500 car parking lot at its multistorey carpark, including of 4 EV charging bays. Ladies parking bays are located on Level 4.

Note:

All facilities, amenities, and privileges are subject to hotel policies, availability, and operational requirements. The Hotel reserves the right to amend, substitute, or withdraw any facilities or services without prior notice.