

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2024-03-0035

DATE: 2-Apr-24

REQUEST FOR QUOTATION / PROPOSAL

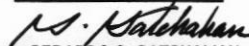
COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than 05 April 2024 @ 10:00 a.m.


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Enr. GERARDO S. GATCHALIAN
 OIC, PPMO

PROJECT TITLE/NAME: Proposal for the Lease of Space for Seafarers' Welfare Hub "ALAGANG OWWA"					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Lease of Space for Seafarers' Welfare Hub "ALAGANG OWWA" <i>(Please see attached Terms of Reference)</i>	1	lot	P 3,870,000.00		
	Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's / Business Permit 3. Income / Business Tax Return <i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i> <i>Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph</i>					
GENERAL CONDITIONS 1. Entries must be typewritten / if handwritten, it must be clear and legible; 2. Bidders must submit certificate of PHILGEPS Registration; 3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); 4. All quotation can be submitted through the following means: a) in a SEALED ENVELOPE , or b) thru ELECTRONIC MAIL , or c) FACSIMILE . Label the envelope with the following: Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No. 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services; 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC); 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered; 9. Price quoted/ submitted on the deadline shall be considered as final and unalterable; 10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005; 11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.						

DELIVERY: within 5 days upon issuance of NTP/Contract

TERMS OF PAYMENT: Monthly Billing

PRICE VALIDITY: 60 days from date of quotation/proposal

 Company Name

 Print Name and Signature of Authorized Representative

 Designation






 Company Tel./Fax/Mobile No.

 Date


TERMS OF REFERENCE

TITLE	LEASE OF SPACE FOR SEAFARERS' WELFARE HUB "ALAGANG OWWA"
I. OVERVIEW	<p>Pursuant to the mandate of the Overseas Workers Welfare Administration in protecting and promoting the rights and welfare of the OFWs and their families, seafarers included, OWWA is aware of the growing numbers of seafarers who are applying for overseas employment at Luneta Seafarers Welfare Foundation (LUSWELF). Per our existing records in 2023, we have a total number of 220,000 deployed seafarers whose remittance to their families greatly contributed to the national economy.</p> <p>OWWA is mindful of the various challenges of the seafarers, such as exploitation by unscrupulous individuals, including illegal recruiters and ambulant chasers they are facing while at LUSWELF, hence the urgent need to provide a safe and secure space for seafarers, in accordance to the OWWA's mandate.</p> <p>From the above consideration, the OWWA through its Regional Welfare Office - National Capital Region and Engineering and General Services Division submits this Terms of Reference (TOR) relative to the LEASE OF SPACE FOR SEAFARERS' WELFARE HUB "ALAGANG OWWA", in compliance with the R.A. 9184 otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations.</p>
II. OBJECTIVE	<p>The objective for LEASE OF SPACE FOR SEAFARERS' WELFARE HUB "ALAGANG OWWA" is the ultimate solution to address the challenges confronting the Seafarers and their families while processing their applications at LUSWELF. Providing them a Seafarers' Welfare Hub is a response for a comprehensive and dedicated approach to ensure their welfare, safety and protection consistent with the mandate of OWWA.</p>
III. LOCATION	<p>The location of the Seafarers' Welfare Hub must be strategically located within T.M. Kalaw, Manila.</p>
IV. SPACE	<p>At least Three Hundred Eighty (380) square meters for the space of the Seafarers' Welfare Hub with additional separate space to accommodate at least five (5) vehicles for the exclusive use of OWWA Vehicles, employees, clients and visitors of OWWA.</p>
V. TERMS OF LEASE	<p>The term of the Contract of Lease shall be for the period of Nine (9) Months from 01 April 2024 to 31 December 2024, renewable upon mutual agreement of the parties and in accordance with the same terms and conditions of the original contract.</p>
VI. TECHNICAL SPECIFICATION	<p>The space for the Seafarers' Welfare Hub must have the following facilities:</p> <ol style="list-style-type: none"> 1. Air-conditioning units, electrical and lighting fixtures. 2. Fire/emergency exits.

	<p>3. Comfort rooms for male and female with water closet, lavatory and one (1) shower area.</p> <p>4. Adequate space for the installation of signages for free.</p> <p>5. Provide enclosed spaces for the following services for seafarers and their families:</p> <ul style="list-style-type: none"> a. Skills Training and Development Center; b. Family Support Service; c. Rest Lounge; d. Coffee Nook and Beverage Service; e. OWWA Program and Helpdesk; and f. Legal Assistance.
VII. DOCUMENTARY REQUIREMENTS	Technical/legal and financial documents as required by RA 9184 and its Implementing Rules and Regulations.
VIII. BILLING AND PAYMENT	The Lessor shall bill the procuring entity on a monthly basis after submission of monthly billing with complete supporting documents.
IX. APPROVED BUDGET FOR THE CONTRACT	The Approved Budget for the Contract (ABC) for nine (9) months is THREE MILLION EIGHT HUNDRED SEVENTY THOUSAND PESOS (Php 3,870,000.00) chargeable against the Approved OWWA Budget - Seafarer's Welfare Fund.

<p>Prepared By:</p> <p style="text-align: center;"> JUAN M. PARCO JR. Officer-in-Charge Engineering and General Services Division</p> <p style="text-align: center;"> MA. TERESA B. CAPA Director II OWWA - RWO NCR</p>	<p>Recommending Approval:</p> <p style="text-align: center;"> ATTY. MARY MELANIE H. QUIÑO Deputy Administrator for Operations</p> <p style="text-align: center;"> EMMA V. SINCLAIR Deputy Administrator for Administration and Fund Management</p>	<p>Certified Funds Available:</p> <p style="text-align: center;"> MA. GIEZL T. LANUZA Officer-in-Charge/Chief Accounting Division</p> <p>Amount: ₱ 3,870,000.00 (April 01- December 31, 2024)</p>
--	---	--

OBN 2023-11-326

<p>Approved by:</p> <p style="text-align: center;"> ARNALDO A. IGNACIO Administrator</p>
