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. 2023-07-0079

DATE: 6-Jul-23

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 11 July 2023, 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer

Engr. GERARDO S. GATCHALIAN

| PROJECT TITLE/NAME: Proposal for One (1) Lot - Lease of Venue for the Development Course Track 2 | | Conduct of Supervisory | | | 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 Venue for the Conduct of Supervisory Development Course Track 2 | 1 | lot | ₱312,000.00 | | |
| | Target Participants: Thirty (30) Participants | | | | | |
| | Possible Venue: | | | | | |
| | Within the vicinity of Metro Manila | | | | | |
| | Duration: 4 days, 3 nights (live-in) | | | | | |
| | Inclusive Dates: 18-21 July 2023 | | | | | |
| | Session starts at 8 a.m. and ends at 7 p.m. | | | | | |
| | Food: (Full board meals: Breakfast (except for Day 1) AM Snack, Lunch, PM Snack and Dinner) | | | | | |
| | Flowing coffee/tea/water dispenser | | | | | |
| | Inclusive of 1 Social night package | | | | | |
| | Rooms: Twin Sharing, 14 Rooms Single room - 2 Rooms | | | | | |
| | Rooms should be well maintained and clean with hot shower, complimentary Water and Toiletries | | | | | |
| | Other Requirements | | | | | |
| | Use of Function Room/Conference Room for wholeday for at least 30 pax with ample sample for Workshop activity and Secretariat table | | | | | |
| | Strong Internet connection and Wifi Access in function rooms and hotel rooms | | | | | |
| | LCD Projector with Wide Screen | | | | | |
| | 4. Provision of Sound System and 2-3 microphones | | | | | |
| | 5. White Board Marders and Eraser | | | | | |
| | Meeting pads and pens/pencil for participants Venues must be compliant with the Occupational Safety Health guidelines | | | | | |
| | Facilities and rooms should be PWD friendly Their should be designated area for smoking, preferably near the conference room | | | | | |
| | 10. Complimentary parking space/area | | | | | |
| | 11. Complimentary Banner/Signage to welcome participants 12. Must have scores of at least 85% of the table of rating of factors for lease of yenue | | | | | |

| Additional Documentary Requirements must be submitted upon submission of offer: | | | |
|---|--|--|--|
| 1. PhilGEPS Certificate or PhilGEPS Registration Number | | | |
| 2. Mayor's / Business Permit | | | |
| Income / Business Tax Return Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. | | | |
| Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph | | | |

GENERAL CONDITIONS

- 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.

- 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);
- 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: as per agreement with the End-user

TERMS OF PAYMENT: Send-billing arrangement upon completion of event

PRICE VALIDITY: 60 days from date of quotation/proposal

| | and Signature of Authorized |
|-------|-----------------------------|
| | Representative |
| | Designation |
| Compa | ny Tel./Fax/Mobile No. |

REV: 02