

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. 2023-07-0080
 DATE: 10-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 **17 July 2023, 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr. GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Lease of Venue for the Financial Management Service Capability Building					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 Financial Management Service Capability Building	1	lot	P930,000.00		
	2023 Training / Workshop on the Implementation of Government Accounting Manual (GAM) & Philippine Budgeting System for the Overseas Workers Welfare Administration (OWWA)					
	Target Participants: Sixty (60) pax					
	Target Venue: Within Manila City and Pasay City					
	Duration: 5 days, 4 nights					
	Inclusive Dates: August 7-11, 2023					
	Approved Budget: Php930,000.00					
	Food: Day 1 to Day 5 - AM Snack, Lunch, PM Snack, Dinner					
	Rooms: 3 Single Occupancy, 19 Rooms Triple Sharing, Complimentary breakfast for live-in Guest					
	Other Requirements:					
	1. Function room at least 60 pax					
	2. Free use of Function Room (whole day)					
	3. Strong Internet Connection (Function Room and Guest Room)					
	4. Use of audio & visual facility (LCD Projector, Screen, & Sound System)					
	5. 2-3 Microphone					
	6. White board with marker and eraser, flipchart, flagpole and flag					
	7. Mints, candies, pads and pens/pencils for the participants					
	8. Free flowing coffee, tea and water					
	9. Complimentary parking space for participants					
	10. Must be compliant with the Occupational Safety Health guidelines					
	11. Facilities and rooms should be PWD Friendly					
	12. Designated area for smoking, preferably near the function room					
	13. Reception, registration table, announcement board, directional signages					
	14. With doctor and nurse on duty					
	15. Compliant with Green Public Procurement					
	16. Must have Fire Safety Locators & Equipments					
	17. Must have a score of at least 85% of the table rating factors for the Lease of Venue					

