

**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. 2023-09-0110  
 DATE: 4-Oct-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 October 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 Conduct of Training Workshop for the Continuous Upgrading of OWWA designated Records Officers for the Development of an Agency-Wide Records Inventory and Disposition Schedule					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 Training Workshop for the Continuous Upgrading of OWWA designated Records Officers for the Development of an Agency-Wide Records Inventory and Disposition Schedule	1	lot	P136,400.00		
	<b>Target Participants:</b> Thirty-one (31) Participants					
	<b>Possible Venue:</b>					
	Within the vicinity of Metro Manila					
	<b>Duration:</b> 2 days, 1 night (live-in)					
	<b>Inclusive Dates:</b> 23 & 24 November 2023					
	Session starts at 8 a.m. and ends at 7 p.m.					
	<b>Food:</b> (Full board meals: Breakfast (except for Day 1) AM Snack, Lunch, PM Snack and Dinner)					
	Flowing coffee/tea/water in a dispenser					
	<b>Rooms:</b> Twin Sharing, 14 Rooms and Single Room - 4 Rooms Rooms should be well maintained and clean with hot shower, complimentary Water and Toiletries					
	<b>Other Requirements</b>					
	1. Use of Function Room/Conference Room for whole day for at least 36 pax with ample sample for Workshop activity and Secretariat table					
	2. Strong Internet connection and Wifi Access in function rooms and hotel rooms					
	3. LCD Projector with Wide Screen					
	4. Provision of Sound System and 2-3 microphones					
	5. White Board Markers and Eraser					
	6. Meeting pads and pens/pencil for participants					
	7. Venues must be compliant with the Occupational Safety Health guidelines					
	8. Facilities and rooms should be PWD friendly					
	9. There 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 venue					

