

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. 2023-10-0115
 DATE: 26-Oct-23

REQUEST FOR QUOTATION / PROPOSAL

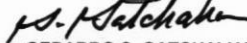
COMPANY NAME:

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 **03 November 2023, 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr. GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Lease of Venue for TRAINING ON GOVERNMENT PROCUREMENT ACT (RA 9184) UPDATES					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 TRAINING ON GOVERNMENT PROCUREMENT ACT (RA 9184) UPDATES	1	lot	₱507,000.00		
	Target Participants:					
	Sixty Five (65) participants					
	Possible Venue:					
	Within the vicinity of Manila or Pasay City					
	Duration: 3 days, 2 nights (live-in)					
	Inclusive Dates: November 15-17, 2023 (dependent on Resource Person's Availability)					
	Approved Budget: Php 507,000.00					
	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, 32 Rooms					
	Single room - 1 Room					
	Advance Party Room (included in the 32 rooms)					
	Rooms should be well maintained and clean with hot shower, complimentary Water and Toiletries					
	Other Requirements					
	1. Use of Function Room/Conference Room for wholeday for at least 65 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 Marders and Eraeser					
	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. Their should be designated area for smoking, preferably near the conference/function room					

