Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg., F.B. Harrison St. Cor. 7th St. Pasay Cit.

OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

> P.R. No. 2024-04-0054 DATE: 25-Apr-24

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom i	t may concern:					
delivery ar	e quote your lowest price/s (taxes included) on the lot or item/s belind submit your quotation using your company letterhead or this tion, Third Floor OWWA Center Building, 7th Street corner, FB Ha	form duly si	gned by you	ir official represent	ative to Overseas	the shortest time of s Workers Welfare
<u>M</u> .	ARIAN GABRIELLE F. PIZARRA Supply Officer			NIMF,	C. UNICA	
PROJECT TITLE/NAME: Proposal for Trainer/Facilitator in the conduct of 2024 Welfare Officers Consultation, Re- Tooling and Self Development Sessions					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Trainer/Facilitator in the conduct of 2024 Welfare Officers Consultation, Re-Tooling and Self Development Sessions	1	lot	₱ 300,000.00		
	Target Participants:					
	Thirty-four (34) OWWA Personnel					
	Requirements for the Resource Person:					
	Graduate of any 4-year Course					
	With Master's Degree					
	With 10 years or more experience on migration and overseas employment program.					
	Expert in handling labor and welfare cases management of distressed OFWS					
	With previous engagements/partnerships with Ministry of Labor, Foreign Affairs and other significant government offices abroad			ь.		-
	Previous engagement/partnership with Filipino Communities Abroad					
	With previous engagements with various government offices such as the DFA, DOLE, OWWA, DMW and/or other relevant agencies					
	Master Trainer for Overseas Employment Program and Deployment of officers & staff of government					
	Exposure in crisis management especially those related to global emergencies, war, pandemic, among others					
	The Training Facilitator must obtain a passing rate of 80%					
	Additional Documentary Requirements must be submitted upon submission of offer:					×
	PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income Tax Return (latest)					

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

Date

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
 Bidders must submit certificate of PHILGEPS Registration;

DELIVERY: upon receipt of PO/Contract

Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
 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;

- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
 Price quoted/ submitted on the deadline shall be considered as final and unalterable;
 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. 05-2005;

 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.

TERMS OF PAYM	MENT: Government Terms	
PRICE VALIDITY	: 60 days from date of quotation/proposal	
		Company Name
		Print Name and Signature of Authorized Representative
		Designation
		Company Tel./Fax/Mobile No.