OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office - National Capital Region 2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

No.: RFQ NCR-2024-04-010

Date: 29 April 2024

REQUEST FOR QUOTATION / PROPOSAL

Sir/Madam:

Please quote your lowest net 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, not later than 10 May 2024, 10:00a.m.

Procurement and F erty Designate

many BELLA MAY B. ESPING GIC, AFD-NCR Y B. ESPINO-GUARIN

PROJECT TITLE/NAME: Lease of Venue for the conduct of Capability Building Training for LGUs/PESO Helpdesk Officers in the National Capital Region- CY 2024					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1	Lease of Venue for the conduct of Capability Building Training for LGUs/PESO Helpdesk Officers in the National Capital Region- CY 2024	1	Lot	350,000.00		
	- Approved Budget for the Contract (ABC): Php350,000.00	- 1				
	- Date of Event: 24-25 May 2024					
	- No. of guests: 60 pax					
	- Preferred Location: Bulacan					
	- Inclusions:					
	 Overnight room accommodation for 60 pax 					
	 Complimentary room for advance party (1 room) 					
	 Meals: Day 1 – AM Snacks, Lunch, PM Snacks, Dinner Day 2 – Breakfast 					
	 - Use of function room @ 8:00am upon arrival (before check-in), with complete audio-visual equipment (can also be used for socials) 					
	 Venue: must have adequate light, ventilation and air- conditioning systems; fire escapes, firefighting equipment, audio visual equipment 					
	 Parking Space: must have adequate parking slots for the guests/VIPs 					
	- Free flowing coffee, tea; mints, pads					
	- Free use of venue amenities					
	XXXXXXXXXXXXXXX NOTHING FOLL	OWS xxx	XXXXXXX	xxxxx		

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible; Bidders must submit certificate of PHILGEPS Registration;
- 2.
- 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) FACSMILE. Label the envelope with the following:

Bidder's Company Name PHILGEPS Reference No.

Project Title/Name

- Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);
- 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; 6.
- 8. Price quoted/submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discrimatory 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. 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 9.
- award, without thereby incurring any liability to the affected bidder or bidders

DELIVERY: Upon receipt of Notice to Proceed (NTP) and Purchase Order (PO) **TERMS OF PAYMENT:** Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

	(Company Name)
(Print l	Name and Signature of Authorize
	(Designation)
	(Contact Number)
	(Date)