## 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. 2024-06-0075 DATE: 13-Jun-24

## 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 18 June 2024 @ 10:00 a.m.

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Engr. GERARDO S. GATCHALIAN
SAO, PPMD

TEM NO.	Conciliation-Media and the Single Entry Approach (SENA)  SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Lease of Venue for Capability Enhancement Training for SENA Desk Officer on Conciliation-Media and the Single Entry Approach (SENA)	1	lot	P 547,200.00		
	Target Participants:					
	Fifty-seven (57) Participants					
	Date: June 26-28, 2024					
	Venue: Within the vicinity of RWO IV-A					
	Duration: 3 days, 2 nights (live-in)					
	Approved Budget: Php 547,200.00					
	Provision of 33 Rooms					
	Rooms:					
	Deluxe Single - 5 (with 1 PWD friendly room)					
	Deluxe Twin Sharing Room - 25					
	Deluxe Triple Sharing Room - 2					
	Provision for Driver's Quarters - 1					
	3 Advance Party Room (included in the 33 rooms)					
	Session starts at 8 a.m. and ends at 7 p.m.					
	Food:					
	(Full board meals: Buffet breakfast (except Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)					
	Flowing coffee/tea with water dispenser					
	Inclusive of 1 Social night package  Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries					
	Other Requirements:					
	Use of Function Room/Conference Room for whole day for at least 60 pax (for participants and Resource Speaker) with ample space for Workshp activity and Secretariat table     Strong internet connection and WiFi access in function rooms and					
	hotel rooms (50 mbps)			-		
-	LCD Projector with Wide Screen     Provision of Sound System and 3 microphones		-			
	Provision of Sound System and 5 micropriones     Podium, Philippine Flag, White Board Markers and Eraser					
	6. Venues must be compliant with the Occupational Safety Health Guidelines				-	
	7. Facilities and rooms should be PWD Friendly					
	There should be designated area for smoking, preferably near conference/function room					
	Complimentary parking space/area and copliant to the Green Public Procurement					
	10. Complimentary banner/electronic signage to welcome participants					
	Must have scores of at least 90% of the Table Rating of factors for Lease of Venue					

Additional Documentary Requirements must be submitted upon submission of offer:		
PhilGEPS Certificate or PhilGEPS Registration Number		
Valid Mayor's / Business Permit		
3. Income/Business 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		

## GENERAL CONDITIONS

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

- Bidders must submit certificate of Principles Registration,
   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.

- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
   Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the 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 cor
   Price quoted/ submitted on the deadline shall be considered as final and unalterable; Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- 10. 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. 06-2005;
  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.

DELIVERY: as per agreement with the End-user

TERMS OF PAYMENT: Send-billing arrangement upon completion of event

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name		
Print Name	and Signature of Authorized	
	Representative	
	Designation	
Comp	any Tel./Fax/Mobile No.	