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. 2024-06-0076 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

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OIC, PPMD

PROJECT Track III)	TITLE/NAME: Proposal for the Lease of Venue for Supervisor	y Develop	ment Cours	e Track III (SDC		DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	BUI	PROVED DGET OF NTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive
1.	Lease of Venue for Supervisory Development Course Track III (SDC Track III)	1	lot	P	378,000.00		
	Target Participants:						
	Thirty-five (35) Participants						
	Venue: Within the vicinity of Manila						
	Duration: 3 days, 2 nights (live-in) July 2-5, 2024						
	Approved Budget: Php 378,000.00						
	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)						
	* Last day PM snack last meal						
	Flowing coffee/tea with water dispenser/candies						
	18 Rooms						
	Rooms: Single Room - 1						
	Superior/Deluxe Twin Sharing Room - 17						
	Room for Secretariat before the actual event						
	Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries						
	Inclusive of 1 Social night package Other Requirements:						
	Use of Function Room/Conference Room for whole day for at least Spax (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 (a total of 160 mbps)						
	LCD Projector with Wide Screen			-			
	Provision of Sound System and 3 microphones			-			
	Podium, Philippine Flag, White Board Markers and Eraser Venues must be compliant with the Occupational Safety Health Guidelines			\vdash			
	Facilities and rooms should be PWD Friendly and compliant to the Green Public Procurement						
	There should be designated area for smoking, preferably near conference/function room						
	Complimentary parking space/area (at least 5 slots)			-			
	10. Complimentary banner/electronic signage to welcome participants						
	11. Must have scores of at least 80% 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			-			
	2. Valid Mayor's / Business Permit			+			
	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.	4 3					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph						

- GENERAL CONDITIONS

 1. Entries must be typewritten / if handwritten, it must be clear and legible;
 2. Bidders must submit certificate of PHILGEPS Registration;
 3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
 4. 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.

- 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;

 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;

 9. Price quoted/submitted on the deadline shall be considered as final and unalterable;

 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	

PRICE VALIDITY: 60 days from date of quotation/proposal

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

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