

**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.**

*Gerardo S. Gatchalian*  
**Engr. GERARDO S. GATCHALIAN**  
 SAO, PPMD

*Nina A.C. Unica*  
**NINA A.C. UNICA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for Supervisory Development Course Track III (SDC Track III)					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Lease of Venue for Supervisory Development Course Track III (SDC Track III)	1	lot	₱ 378,000.00		
	<b>Target Participants:</b>					
	Thirty-five (35) Participants					
	<b>Venue:</b> Within the vicinity of Manila					
	<b>Duration:</b> 3 days, 2 nights (live-in) July 2-5, 2024					
	<b>Approved Budget:</b> Php 378,000.00					
	<b>Session starts at 8 a.m. and ends at 7 p.m.</b>					
	<b>Food:</b> (Full board meals: Buffet breakfast (except Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)					
	<b>* Last day PM snack last meal</b>					
	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					
	<b>Other Requirements:</b>					
	1. Use of Function Room/Conference Room for whole day for at least 35 pax (for participants and Resource Speaker) with ample space for Workshop activity and Secretariat table					
	2. Strong internet connection and WiFi access in function rooms and hotel rooms (a total of 160 mbps)					
	3. LCD Projector with Wide Screen					
	4. Provision of Sound System and 3 microphones					
	5. 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 and compliant to the Green Public Procurement					
	8. There should be designated area for smoking, preferably near conference/function room					
	9. 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					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. 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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					

