## 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. 2024-07-0087 DATE: 23-Jul-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 30 July 2024 @ 10:00 a.m.

Engr. GERARDO S. GATCHALIAN

NIMEA C. UNICA

PROJECT TITLE/NAME: Proposal for the Lease of Venue for the Conduct of "Empowerin Stress Management for OWWA Employees"			owering Or	WWW Responders.	DEALER'S/SUPPLIER'S OFFER		
TEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)	
1.	Lease of Venue for the Conduct of "Empowering OWWA Responders: Stress Management for OWWA Employees"		lot	P 283,500.00			
	Target Participants:						
	Thirty-five (35) Participants						
	Venue: Within the vicinity of RWO IV-A						
	Date: 3 days, 2 nights (live-in) August 12-14, 2024						
The state of	Duration: 3 days, 2 nights (live-in)						
	Approved Budget: Php 283,500.00						
	Session starts at 7 a.m. and ends at 10p.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						
	Over Flowing coffee/tea with water dispenser/candies						
	9 rooms goods for 35 pax						
	Rooms: Executive Room/Room Sharing/Provision for PWD Room						
	Advance Party Room for Secretariat before the actual event - (Aug. 11) 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 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 (a total of 200 mbps)			-			
	LCD Projector with Wide Screen						
	Provision of Sound System and 3 microphones			-			
	White Board Markers and Eraser     Ovenues must be compliant with the Occupational Safety Health     Guidelines						
	Facilities and rooms should be PWD Friendly and compliant to the Green Public Procurement Program						
	There should be designated area for smoking, preferably near conference/function room						
	Complimentary parking space/area (at least 6 slots)						
	Complimentary banner/electronic signage to welcome participants     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		 1	
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>			

- Entries must be typewritten / if handwritten, it must be clear and legible;
   Bidders must submit certificate of PUII CERC 2.

- 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.

- 5. 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 considered; 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 pe	r agreement	with	the	End-user
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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 Authoriz	ea
Representative	
Designation	
Company Tel./Fax/Mobile No.	