

Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Regional Welfare Office – National Capital Region  
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

P.R. No.: NCR-2024-09-054V  
Date: 10 September 2024

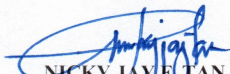
**REQUEST FOR QUOTATION / PROPOSAL**

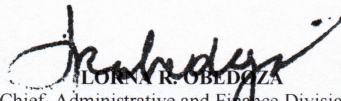
**COMPANY NAME:**

**ADDRESS OF COMPANY:**

To whom it may concern:

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 to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than **17 September 2024, 10:00a.m.**

  
**NICKY JAY FUAN**  
Procurement and Property Officer Designate *CPV*

  
**LORENZ R. OBIEDOZA**  
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: <b>LEASE OF VENUE FOR THE CONDUCT OF STAFF DEVELOPMENT TRAINING FOR OWWA RWO - NCR EMPLOYEES FOR CY 2024</b>					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1	<b>LEASE OF VENUE FOR THE CONDUCT OF STAFF DEVELOPMENT TRAINING FOR OWWA RWO - NCR EMPLOYEES FOR CY 2024</b>	1	Lot	565,000.00		
	<b>Approved Budget for the Contract (ABC):</b> Php 565,000.00					
	<b>Date of Event:</b> September 21-22, 2024					
	<b>No. of guests:</b> 110 pax					
	<b>Preferred Location:</b> Zambales					
	<b>Inclusions:</b>					
	Overnight room accommodation for <b>110 pax</b> Complimentary room for advance party (1 room) Rooms should be well-maintained and clean, with hot and cold shower, bidet, and complimentary Water and Toiletries Team Building Facilitator					
	<b>Meals:</b> Day 1 – AM Snacks, Lunch, PM Snacks, Dinner Day 2 – Breakfast, Lunch					
	Use of function room @ 9:00am 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 and compliant with the Occupational Safety Health Guidelines					
	Parking Space: must have adequate parking slots for the guests/VIPs					
	Free flowing coffee with water dispenser, tea; mints, pads					
	Free use of venue amenities					
	<b>Other Requirements:</b>					
	LCD Projector with Wide Screen					

