

**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. 2024-09-0103  
 DATE: 16-Sep-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 **20 September 2024 @ 10:00 a.m.**

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

  
**NIMFA C. USCA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for Skills Enhancement Series: General Orientation on Official and Diplomatic Protocol, Engagements and Ceremonies for the Overseas Workers Welfare Administration (OWWA)					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LOT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Lease of Venue for Skills Enhancement Series: General Orientation on Official and Diplomatic Protocol, Engagements and Ceremonies for the Overseas Workers Welfare Administration (OWWA)	1	lot	P280,000.00		
	<b>Target Participants:</b>					
	Forty (40) Participants					
	<b>Venue:</b> Within the vicinity of Metro Manila					
	<b>Duration:</b> 2 days, 1 night (live-in), October 7-8, 2024					
	<b>Approved Budget:</b> Php 280,000.00					
	<b>Session starts at 8 a.m. and ends at 7 p.m. (7:00 am preparation)</b>					
	<b>Food:</b> (Full board meals: Buffet breakfast (except Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner) Day 2 last meal is PM snack					
	Flowing coffee/tea/water in a dispenser/ complimentary candies, nuts and crackers for the participants					
	Provision of formal dining table set up for 1 of the workshop session					
	Inclusive of 1 Social night package					
	<b>Rooms:</b> Single occupant (6)					
	Twin Sharing Room (17)					
	Advance Party Room (included in the good for 2 pax)					
	Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries					
	<b>Other Requirements:</b>					
	1. Use of Function Room/Conference Room for whole day for at least 40 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					
	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 and Green Public Procurement					
	7. Facilities and rooms should be PWD Friendly					
	8. There should be designated area for smoking, preferably near the conference/function room					
	9. Complimentary parking space/area					
	10. Complimentary banner/electronic signage to welcome participants					
	11. Must have scores of at least 85% of the Table Rating of factors for Lease of Venue					

