

**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. 2024-09-0108  
 DATE: 27-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 **04 October 2024 @ 10:00 a.m.**

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

*Nimfa C. Unica*  
**NIMFA C. UNICA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for TRAINING ON GOVERNMENT PROCUREMENT ACT (RA 9184) UPDATES					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 TRAINING ON GOVERNMENT PROCUREMENT ACT (RA 9184) UPDATES	1	lot	₱840,000.00		
	<b>Target Participants:</b>					
	Eighty (80) participants					
	<b>Possible Venue:</b>					
	Within the vicinity of Metro Manila					
	<b>Duration:</b> 3 days, 2 nights (live-in)					
	<b>Inclusive Dates:</b> October 16-18, 2024					
	<b>Approved Budget:</b> Php 840,000.00					
	<b>Session starts at 8 a.m. and ends at 7 p.m. (7:00 a.m. preparation)</b>					
	<b>Food: (Full board meals: Breakfast (except for Day 1) AM Snack, Lunch, PM Snack and Dinner)</b>					
	Flowing coffee/tea/water dispenser/ complimentary candies, nuts and crackers for the participants					
	Inclusive of 1 Social night package					
	<b>Rooms:</b> Twin Sharing, 37 Rooms / Single Room - 6 Rooms					
	Advance Party Room (included in the 37 rooms)					
	Rooms should be well maintained and clean, with hot and cold shower, bidet, complimentary Water and Toiletries					
	<b>Other Requirements</b>					
	1. Use of Function Room/Conference Room for wholeday for at least 80 pax (for participants and resource speaker) with ample sample 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 2-3 microphones					
	5. Podium, Philippine Flag, White Board Markers and Eraser					
	6. Meeting pads and pens/pencil for participants					
	7. Venues must be compliant with the Occupational Safety Health guidelines and Green Public Procurement					
	8. Facilities and rooms should be PWD friendly					
	9. Their should be designated area for smoking, preferably near the conference/function room					
	10. Complimentary parking space/area					
	11. Complimentary Banner/Electronic Signage to welcome participants					
	12. Must have scores of at least 85% of the table of rating of factors for lease of venue					

