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. 2024-09-0109 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 <u>04 October 2024 @ 10:00 a.m.</u>

Engr. GERARDO S. GATCHALIAN SAO, PPMD



	TITLE/NAME: Proposal for the Lease of Venue for Professionalism of OWWA Records Officers, Document and Freedom of Information on the Requirements of ISO 9001:2015				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 Professionalism of OWWA Records Officers, Document Controllers and Freedom of Information on the Requirements of ISO 9001:2015	1	lot	₱440,000.00		
	Target Participants:					
	Fifty (50) participants					
	Posible Venue:					
	Within the vicinity of Metro Manila					
	Duration: 4 days, 3 nights (live-in)					
	Inclusive Dates: 19 to 22 November 2024					
	Approved Budget: Php 440,000.00	-				
	Session starts at 8 a.m. and ends at 7 p.m.					
	Food: (Full board meals: Breakfast (except for Day 1) AM Snack, Lunch, PM Snack and Dinner)	IM Snack,				
	Flowing coffee/tea/water dispenser			-		
	Rooms: Twin Sharing (20) Rooms should be well maintained and clean, with hot and cold shower, bidet, complimentary Water and Toiletries					
	Other Requirements					
	1. Use of Function Room/Conference Room for wholeday for at least 40 pax with ample sample for Workshop activity and Secretariat table					
	<ol> <li>Strong Internet connection and Wifi Access in function rooms and hotel rooms</li> </ol>					
	3. LCD Projector with Wide Screen					
	4. Provision of Sound System and 3 microphones					
	5. 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					

FM-OWWA 07-06.12

<ol> <li>Their should be designated area for conference room</li> </ol>	or smoking, preferably near the			
10. Complimentary parking space/are	ea			
11. Complimentary Banner/Electronic participants	c Signage to welcome			
12. Must have scores of at least 85% for lease of venue	of the table of rating of factors			
Additional Documentary Requirem submission of offer:	ents must be submitted upon			
Please take note that the Omnibus S submitted within 5 days upon accept				
Note: Bidders may also submit their l documents through email address: p				
2. Bidders must submit certificate of PHILGEPS Re     3. Bidders must submit necessary business permits     4. All quotation can be submitted through the follow     with the following:         Bidder's Company Name         PHILGEPS Reference No.         Project Title/Name         PR No.	s (SEC, LGU, DTI, CDA, etc.);	, or b) thru ELECTRON	IC MAIL, or c) FACS	IMILE. Label the envelope
<ol> <li>PR No.</li> <li>Item/s delivered must have warranties for unit re</li> <li>Quoted prices must be inclusive of taxes and shi</li> <li>Proposal/Quotation submitted without signature of</li> <li>Proposal/Bid modifications submitted beyond the</li> <li>Price quoted/ submitted on the deadline shall be</li> </ol>	all not exceed the Approved Budget for the authorized signatory shall not be a scheduled deadline shall not be considered.	ne Contract (ABC); ccepted;		
10. Use of non-discretionary/non-discriminatory sele	ection criteria as tie-breaking method in c	ase of two or more bide	ders determined and o	declared as the Lowest
Calculated and Responsive Bidder (LCRB) in accor	dance with GPPB Circular No. 06-2005;	and to raised at any time	prior to contract own	rd without theraby incurring
11. The OWWA reserves the right to accept or reject any liability to the affected bidder or bidders.	ct any bid, to annul the bidding process, a	and to reject at any time	prior to contract awa	iru, without thereby incuming
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DELIVERY: as per agreement with the End-user

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 Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date