## 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. 2024-09-0112 DATE: 4-Oct-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 11 October 2024 @ 10:00 a.m.

M. Matchahan Engr. GERARDO S. GATCHALIAN SAO, PPMD

NIMEA C. UNICA

OJECT TI	TLE/NAME: Proposal for the Lease of Venue for Continual Educatio System ISO 9001:2015 and Risk-Based Management	DEALER'S/SU	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 Continual Education on the Awareness of Quality Management System ISO 9001:2015 and Risk-Based Management	1	lot	P475,200.00		
	Approved Budget: Php 475,000.00 (for 2 batches)			(for 2 batches)		
	Target Participants:					
	Thirty-six (36) Participants (1st Batch)					
	Thirty-six (36) Participants (2nd Batch)					
	Posible Venue:					
	Within the vicinity of Metro Manila					
	Duration: 6 days, 5 nights (live-in)					
	Inclusive Dates:					
	21-23 October 2024 (1st Batch)					
	24-26 October 2024 (2nd Batch)					
	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)					
	Flowing coffee/tea/water dispenser					
	Rooms: Twin-Sharing (18) Rooms per batch					
	Rooms should be well maintained and clean, with hot and cold shower, bidet, complimentary Water and Toiletries					
	Other Requirements					
	Use of Function Room/Conference Room for wholeday for at least     A0 pax with ample space for Workshop activity and Secretariat table					
	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. White Board Markers and Eraser					
	6. Meeting pads and pens/pencil for participants					
	7. Venues must be compliant with the Occupational Safety Health guidelines, R.A. 7432 Senior Citizens Act and R.A. 7277 Magna Carta for Disabled Persons					
	8. Facilities and rooms should be PWD friendly					
	There should be designated area for smoking, preferably near the conference room					

	10 Complimentary parking space/area			l			L
	11. Complimentary Banner/Electronic Signage to welcome participants						
	Must have scores of at least 85% of the table of rating of factors for lease of venue						
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	Additional Documentary Requirements must be submitted upon submission of offer:					_	
	1 PhilGEPS Certificate or PhilGEPS Registration Number						ļ
	2. Valid Mayor's / Business Permit						
	3. Income / Business Tax Return (latest)	l		J			ļ
	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: procurement@owwa.gov.ph	į	_		<u></u>		

## GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- 2. Bidders must submit certificate of PHILGEPS Registration;
- 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;
- 6 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 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	
	Сотрапу Name
	Print Name and Signature of Authorized Representative
	Designation
	Company Tel./Fax/Mobile No.
	Date

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