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-2024-11-073V Date: 13 November 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 19 November 2024, 10:00a.m.

Procurement and Property Officer Designate

LORNA R. OBEDOZA Chief, Administrative and Finance Division

	CT TITLE/NAME: LEASE OF VENUE FOR THE CONDUCT OF ING ON COMMUNITY ORGANIZING AND WELFARE CASE	DEALER'S/ SUPPLIER'S OFFER				
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1	LEASE OF VENUE FOR THE CONDUCT OF CAPABILITY BUILDING TRAINING ON COMMUNITY ORGANIZING AND WELFARE CASE MANAGEMENT	1	Lot	360,000.00		
	Approved Budget for the Contract (ABC): Php 360,000.00					
	Date of Event: 30 November 2024 – 01 December 2024					
	No. of guests: 60 pax					
	Preferred Location: Bataan					
	Inclusions:					
	Overnight room accommodation for 60 pax Complimentary room for advance party (1 room - 4 pax) Rooms should be well-maintained and clean, with hot and cold shower, bidet, and complimentary Bottled Water and Toiletries					
	Meals: Day 1 – AM Snacks, Lunch, PM Snacks, Dinner Day 2 – Breakfast, Lunch			3.0		
	Use of function room @9:00am upon arrival (before checkin), until 2nd day during lunch time with complete audiovisual equipment inclusive of 2 speakers, 2 microphones, projector and projector screen (can also be used during seminar and 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					

Other Requirements:									
Use of Function Room/ Conference Room for whole da at least 60 pax with ample space for workshop activity secretariat table	ay for 7 and								
Strong internet connection and WIFI access in function rooms and hotel rooms	n								
There should be designated area for smoking									
Complimentary banner/signage to welcome participa	ants								
Must have scores of atleast 85% of the Table Rating of factors for Lease of Venue	i								
					-				
Additional Documentary Requirements must be submitted upon submission of offer:	on								
1. PhilGEPS Certificate or PhilGEPS Registration Number									
2. Mayor's/ Business Permit									
3. Income/ Business Tax Return (latest)									
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 suppor documents through email-address: owwancr.procurement@gmail.com	rting								
 Entries must be typewritten / if handwritten, it must be clear and legible; Bidders must submit certificate of PHILGEPS Registration; Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); All quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE Label the envelope with the following: Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No. Item/s delivered must have warranties for unit replacements, parts, labor or other services; Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for 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; 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. 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. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX									
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	***************************************								
DELIVERY: as per agreement with the End-User TERMS OF PAYMENT: Government Terms PRICE VALIDITY: 60 days from date of quotation/p	proposal								
	(Company Name)								
	(Print Name and Signature of Authorized Representative)								

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

Company Tel./ Fax/ Mobile No.