

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

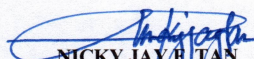
**REQUEST FOR QUOTATION / PROPOSAL**

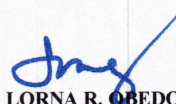
**COMPANY NAME:**

**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.**

  
**NICKY JAY H. TAN**  
Procurement and Property Officer Designate

  
**LORNA R. OBEDOZA**  
Chief, Administrative and Finance Division

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

