

OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

No.: RFQ NCR-2024-05-011
Date: 16 May 2024

REQUEST FOR QUOTATION / PROPOSAL

Sir/Madam:

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, not later than **24 May 2024, 10:00a.m.**


NICKY TAN
Procurement and Property Designate


LORNA R. ORDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Lease of Venue for the Conduct of Youth Camp for OWWA RWO-NCR Scholars as part of their Developmental Activities for CY 2024					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 Youth Camp for OWWA RWO-NCR Scholars as Part of their Developmental Activities for CY 2024	1	Lot	P580,000.00		
	- Approved Budget for the Contract (ABC): Php580,000.00					
	- Date of Event: 29 – 30 June 2024					
	- No. of guests: 145 pax					
	- Preferred Location: Batangas Area					
	- Inclusions:					
	- Overnight room accommodation for 145 pax					
	- Complimentary room for advance party (1 room for 6 pax)					
	- Team Building Facilitator					
	- Meals: 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 nd day during lunch time, with complete audio-visual equipment like 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, audio visual equipment					
	- Parking Space: must have adequate parking slots for the guests/VIPs					
	- Free flowing coffee, tea, and mints					
	- Free use of venue amenities					
	- Free Pad Paper and Pencil for guests during seminar					
	- Free use of towels and free toiletries for guests					
	- Strong WIFI connection with in the vicinity of the venue/area particularly on the function room.					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						
GENERAL CONDITIONS						
1. 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. Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);						
6. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;						
7. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;						
8. Price quoted/submitted on the deadline shall be considered as final and unalterable;						
9. 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.						
10. 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.						
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DELIVERY: Upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
TERMS OF PAYMENT: Government Terms
PRICE VALIDITY: 60 days from date of quotation/proposal

(Company Name)

(Print Name and Signature of Authorized)

(Designation)

(Contact Number)

(Date)