

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 **04 October 2024 @ 10:00 a.m.**


 Engr. GERARDO S. GATCHALIAN
 SAO, PPMD


 NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for Professionalism of OWWA Records Officers, Document Controllers 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					
	Possible 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)					
	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 whole day for at least 40 pax with ample sample for Workshop activity and Secretariat table					
	2. 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 and Green Public Procurement					
	8. Facilities and rooms should be PWD friendly					

