

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.**

Gerardo S. Gatchalian
Engr. GERARDO S. GATCHALIAN
 SAO, PPMD

Nimfa C. Unica
NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for Continual Education on the Awareness of Quality Management System ISO 9001:2015 and Risk-Based Management					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 Continual Education on the Awareness of Quality Management System ISO 9001:2015 and Risk-Based Management	1	lot	₱475,200.00		
	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)					
	Possible 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					
	1. Use of Function Room/Conference Room for wholeday for at least 40 pax with ample space 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, R.A. 7432 Senior Citizens Act and R.A. 7277 Magna Carta for Disabled Persons					
	8. Facilities and rooms should be PWD friendly					
	9. There should be designated area for smoking, preferably near the conference room					

