## 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. 2024-10-0122 DATE: 6-Nov-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 13 November 2024 @ 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer Engr. GERARDO S. GATCHALIAN
OIC, PPMD

	TLE/NAME: Proposal for the Lease of Venue for Professionalism of and Freedom of Information on the Requirements of ISO 9001:2015	DEALER'S/SUPPLIER'S OFFER				
TEM 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	P400,000.00		
	Approved Budget: Php 400,000.00					
	Target Participants:					
	Fifty-six (56) participants inclusive of resource person and secretariat					
	Posible Venue:					
	Within the area of NCR, Region 3 and Region 4-A					
	Duration: 3 days, 2 nights (live-in)					
	Inclusive Dates: December 3-5, 2024					
	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					
	Rooms: 28 Twin sharing separated bed					
	Rooms should be well maintained and clean, with hot shower,complimentary Water and Toiletries					
	Other Requirements					
	Use of Function Room/Conference Room for wholeday for at least 50 pax with ample for Workshop activity and Secretariat table					
	Strong Internet connection and Wifi Access in function rooms and hotel rooms					
	3. LCD Projector with Wide Screen					
	Provision of Sound System and 3 microphones					
	5. White Board Markers and Eraser					
	Meeting pads and pens/pencil for participants					
	Venues must be compliant with the Occupational Safety Health guidelines and Green Public Procurement					
	8. Facilities and rooms should be PWD friendly					
	Their should be designated area for smoking, preferably near the conference room					
	10. Complimentary parking space/area					
	Complimentary Banner/Electronic Signage to welcome participants					
	12. Must have scores of at least 85% of the table of rating of factors for lease of venue					

Additional Documentary Requirements must be submitted upon submission of offer:		
1. PhilGEPS Certificate or PhilGEPS Registration Number		
2. Valid 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 supporting documents through email address: procurement@owwa.gov.ph		

## 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. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- 9. Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- 10. 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;
- 11. 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.

DELIVERY: as per agreement with the End-user	
TERMS OF PAYMENT: Send-billing arrangement upon completion of event	
PRICE VALIDITY: 60 days from date of quotation/proposal	
	Company Name
	Print Name and Signature of Authorized Representative
	Designation
	Company Tel./Fax/Mobile No.
	Date

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