

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

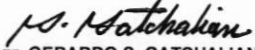
COMPANY NAME:

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

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	P400,000.00		
	Approved Budget: Php 400,000.00					
	Target Participants:					
	Fifty-six (56) participants inclusive of resource person and secretariat					
	Possible 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					
	1. Use of Function Room/Conference Room for whole day for at least 50 pax with ample 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					
	9. Their should be designated area for smoking, preferably near the conference room					
	10. Complimentary parking space/area					
	11. 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					

