

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office VI
3F, Robinsons Place Iloilo, Corner De Leon & Quezon Sts., Iloilo City
Telephone No. (033) 509-1075 TeleFax No. (033) 337-4484

P.R. No.: 2024-196
DATE: 8-Nov-24


REQUEST FOR QUOTATION / PROPOSAL

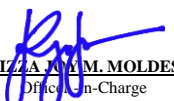
COMPANY NAME:

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 Robinsons Place Iloilo, Corner De Leon-Quezon Streets, Iloilo City not later than **November 18, 2024**.


REMON A. ALBEZA
Supply Officer/BAC Secretariat


RIZZA J. M. MOLDES
Office in-Charge

PROJECT TITLE/NAME: _____					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC) OR BUDGET PER LINE ITEM	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
				₱162,500.00		
	November 23, 2024					
1	Plated Morning Snacks with drinks	250	pax			
2	Assisted Buffet Lunch (1 soup, steamed rice, 1 side dish, 2 main courses, 1 dessert, 1 rounds drinks)	250	pax			
	Package Inclusions:					
	-Free use of Function Hall with wide screen and podium					
	-Free Flowing Coffee					
	-Free Wi-fi					
	-Tables and chairs for the participants					
	-Basic lights, sounds and wireless microphone					
	-4-TV monitors					
	-Projector & Projector Screen					
	-With pool for socials and Foyer					
	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 Statements shall be submitted within 5 days upon acceptance of Notice of Award.					
				Total		

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
- XX

DELIVERY: _____

TERMS OF PAYMENT: _____

PRICE VALIDITY: _____

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date