



PR4A 2025-01-0002
Date: January 14, 2025

REQUEST FOR QUOTATION / PROPOSAL

The Overseas Workers Welfare Administration Regional Welfare Office IV-A (OWWA RWO IV-A), through its Administrative and Finance Unit (AFU) herein invites all interested suppliers registered with Philippine Government Electronic Procurement System to quote their lowest price on the items listed below and submit their quotation duly signed by their authorized representative/s not later than **21 January 2025 (Tuesday)**.

Name of Project : BIDDING FOR TRAINING VENUE OF OWWA RWO 4A APPRECIATION LUNCH FOR PARTNERS AND STAKEHOLDERS'

PROJECT TITLE/NAME: Bidding for Training Venue of OWWA RWO 4A Appreciation Lunch for Partners and Stakeholders'					DEALERS'S/SUPPLIERS OFFER	
ITEM NO	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (VAT Inclusive)	TOTAL COST (VAT Inclusive)
1	Training Venue of OWWA RWO 4A for Partners and Stakeholders on February 11, 2025	250	pax	625,000.00		
2	Managed Buffet for Lunch/Buffer: ➤ soup, salad, 4 main dishes, vegetable or pasta, rice, dessert and one round of chilled drink	250	pax			
3	Use of a fully air-conditioned function room for the agreed time					
4	Use of LCD Projector and widescreen					
5	Use of 9x13 ft LED wall					
6	Use of upgraded lights and sounds with wireless microphones					
7	Hot and Cold-water station					
8	Free Flowing Coffee and Tea Station					
9	Mints and candies					

10	Podium					
11	One (1) flag pole					
12	Complimentary Wi-Fi Access					
13	Standby extension cords					
14	Free use of hotel parking					
	(Please see attached Technical Specifications)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or Philgeps Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Tax Return					
	Note: Bidders may also submit their proposal and supporting documents through email address: region4a@owwa.gov.ph					

Location : Lipa City, Batangas

Delivery Day : On 11 February 2025

Submission of quotation is on or before 10:00 AM of 21 January 2025 (Tuesday) at OWWA RWO IV-A – AFU, GF Parian Commerce Center II, National Highway, Brgy. Parian, Calamba City, Laguna. For inquiries, you may contact us at 0962-159-2790/ region4a@owwa.gov.ph.

Very truly yours,


MARICYNNE L. PENIERO
 BAC Chairperson

Noted By:


ROSARIO O. BURAYAG
 Regional Director