

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. 2025-02-0005

DATE: 7-Feb-25

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 February 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


NIMFA C. UNICA
 OIC, PPMD

| PROJECT TITLE/NAME: Proposal for the Lease of Venue for VALUES FORMATION WORKSHOP (VALUES ORIENTATION WORKSHOP) | | | | | DEALER'S/SUPPLIER'S OFFER | |
|---|--|-----|------|------------------------------------|---------------------------|----------------------------|
| ITEM NO. | SPECIFICATIONS | QTY | UNIT | APPROVED BUDGET FOR CONTRACT (ABC) | UNIT COST (Vat inclusive) | TOTAL COST (Vat inclusive) |
| 1. | Lease of Venue for VALUES FORMATION WORKSHOP (VALUES ORIENTATION WORKSHOP) | 1 | lot | ₱ 350,000.00 | | |
| | Target Participants: | | | | | |
| | Fifty (50) Participants | | | | | |
| | Venue: Within the vicinity of Metro Manila | | | | | |
| | Duration: 2 days, 1 night (live-in) February 27-28, 2025 | | | | | |
| | Approved Budget: Php 350,000.00 | | | | | |
| | Session starts at 7 a.m. and ends at 8 p.m. | | | | | |
| | Food: (Full board meals: Buffet breakfast (except for Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner) | | | | | |
| | Flowing coffee/tea/water with water dispenser | | | | | |
| | Complimentary candies, nuts, chips | | | | | |
| | Inclusive of 1 Social night package | | | | | |
| | Rooms: Single Occupancy - 4 | | | | | |
| | Twin Sharing Room - 23 | | | | | |
| | Advance Party Room (included in the twin sharing rooms) | | | | | |
| | Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries | | | | | |
| | Other Requirements: | | | | | |
| | 1. Use of Function Room/Conference Room for whole day for at least 51 pax (for participants and Resource Speaker) with ample space for Workshop activity and Secretariat table | | | | | |
| | 2. Strong internet connection and WiFi access in function rooms and hotel rooms (a total of 50 mbps) | | | | | |
| | 3. Provision of outlet/extension cord to accommodate all participant gadgets | | | | | |
| | 4. LCD Projector with Wide Screen and rectangular tables for group/seating arrangement of participants | | | | | |
| | 5. Provision of Sound System and at least 3 microphones | | | | | |
| | 6. Podium, Philippine Flag, White Board Markers and Eraser | | | | | |
| | 7. Venues must be compliant with the Occupational Safety Health Guidelines and Green Public Procurement | | | | | |

