

**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. 2025-02-0013  
 DATE: 17-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 **24 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 2024 Pre-Deployment Training Program for OWWA Officers					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	<b>Lease of Venue for 2024 Pre-Deployment Training Program for OWWA Officers</b>	1	lot	<b>P 900,000.00</b>		
	<b>Target Participants:</b>					
	TOTAL: 40 Pax					
	Breakdown: 30 Participants, 6 Secretariat, 4 Facilitator/Resource Speakers					
	<b>Venue:</b> Vicinity of Metro Manila					
	<b>Date:</b> March 10-14, 2025					
	<b>Duration:</b> 5 days, 4 nights (live-in)					
	<b>Time:</b> 8:00 A.M. - 8:00 P.M.					
	<b>Approved Budget:</b> Php900,000.00					
	<b>Food:</b> (Full board meals: Buffet breakfast (except Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)					
	Inclusive of Social night package					
	<b>Accommodation:</b> 18 Rooms (twin sharing / 2 single bed), 4 Rooms (Single Bed)					
	Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries					
	Advance Party Room (included in the twin sharing rooms)					
	Flowing coffee/tea/water with dispenser					
	Complimentary candies, nuts, chips					
	Complimentary parking per day					
	<b>Other Requirements:</b>					
	1. Use of Function Room/Conference Room for whole day for at least 40 pax (for participants and Resource Speaker) with ample space for Workshp activity and Secretariat table					
	2. Strong internet connection and WiFi access in function rooms and hotel rooms					
	3. Provision of outlet/extension cord to accommodate all participants' gadgets					
	4. LCD Projector, Wide Screen, Pointer Clicker, Whiteboard, whiteboard marker, eraser, pads & pencils, Laptop jack for audio/video presentation					
	5. Provision of Sound System, wireless microphones					
	6. Podium, Philippine Flag, Registration Table and Signage					
	7. Venues must be compliant with the Occupational Safety Health Guidelines and Green Public Procurement					
	8. Facilities and rooms should be PWD Friendly					
	9. There should be designated area for smoking, preferably near conference/function room					
	10. Complimentary banner/electronic signage to welcome participants					
	11. Must have scores of at least 85% of the Table Rating of factors for Lease of Venue					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					

