

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: 3-Mar-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 **06 March 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Rebidding 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.	Lease of Venue for 2024 Pre-Deployment Training Program for OWWA Officers	1	lot	P 900,000.00		
	Target Participants:					
	TOTAL: 40 Pax					
	Breakdown: 30 Participants, 6 Secretariat, 4 Facilitator/Resource Speakers					
	Venue: Vicinity of Metro Manila					
	Date: March 10-14, 2025					
	Duration: 5 days, 4 nights (live-in)					
	Time: 8:00 A.M. - 8:00 P.M.					
	Approved Budget: Php900,000.00					
	Food: (Full board meals: Buffet breakfast (except Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)					
	Inclusive of Social night package					
	Accommodation: 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					
	Other Requirements:					
	1. Use of Function Room/Conference Room for whole day for at least 40 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					
	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				
	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 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: procurement@owwa.gov.ph				

GENERAL CONDITIONS

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 the affected bidder or bidders.



DELIVERY: as per agreement with the End-user

TERMS OF PAYMENT: Send-billing arrangement upon completion of event

PRICE VALIDITY: 60 days from date of quotation/proposal

 Company Name

 Print Name and Signature of Authorized Representative

 Designation

 Company Tel./Fax/Mobile No.

 Date