



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**REGIONAL WELFARE OFFICE IV-B (MIMAROPA)**  
 Unit 8-C, 8th Floor, Marc 2000 Tower, 1973 Taft Ave. cor. San Andres St., Malate, Manila 1004  
 Tel# 8353-9016

P.R. No. 2025-03-0026  
 DATE: 4-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, Regional Welfare Office IV-B (MIMAROPA) 8th 4lr, Marc 2000 Towers, Malate Manila not later than **10 March 2025 @ 5:00 p.m.**

*Lourisse V. Dulfo*  
**Lourisse V. Dulfo**  
 Supply Officer

*Gerald M. Tan*  
**GERALD "DINDY" M. TAN**  
 Regional Director

PROJECT TITLE/NAME: Proposal for One (1) Lot - Venue, Meals and Accomodation for Strategic Planning on March 27-29, 2025					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Venue, Meals and Accomodation for Strategic Planning on March 27-29, 2025	1	lot	₱ 246,000.00		
	<i>Technical Specifications:</i>					
	<b>Room Arrangement with free access to smooth and stable Wifi ON MARCH 27 TO MARCH 29, 2025</b>					
	Total Guests: 19 pax					
	MARCH 27-29, 2025					
	Seven (7) Twin Sharing Rooms with Two (2) Single beds with complete room amenities					
	Two (2) Triple Sharing Rooms with Three (3) Single beds with complete room amenities					
	<b>Meals - 3 Full Board Meals - Guided Buffet</b>					
	<b>March 27, 2025 (Day One)</b>					
	AM Snack and Drinks with Spoon & fork (if necessary) for 19 pax at 9:00 AM					
	Lunch and Drinks with utensils for 19 pax at 11:00 AM					
	PM Snack and Drinks with Spoon & fork (if necessary) for 19 pax at 2:00 PM					
	Dinner and Drinks with utensils for 19 pax at 7:00 PM					
	<b>March 28, 2025 (Day Two)</b>					
	Breakfast and Drinks with utensils for 19 pax at 7:00 AM					
	AM Snack and Drinks with Spoon & fork (if necessary) for 19 pax at 9:00 AM					
	Lunch and Drinks with utensils for 19 pax at 11:00 AM					
	PM Snack and Drinks with Spoon & fork (if necessary) for 19 pax at 2:00 PM					
	Dinner and Drinks with utensils for 19 pax at 7:00 PM					
	Provision for Socials and use of Venue from until 10:00PM or later.					
	<b>March 29, 2025 (Day Three)</b>					
	Breakfast and Drinks with utensils for 19 pax at 7:00 AM					
	AM Snack and Drinks with Spoon & fork (if necessary) for 19 pax at 9:00 AM					
	Lunch and Drinks with utensils for 19 pax at 11:00 AM					
	<b>Venue Hall capable of accomodating up to 20 pax for March 27-29, 2025 with the following requirements:</b>					
	• Must be Airconditioned					
	• Sound System with at least 2 Wireless Microphones					
	• Free use of presentation equipment (laptop, projector) inclusive of electrical use					
	• Free Access to a smooth and Stable Wi-Fi					
	• Tables and Chairs					
	• Free flowing coffee, water and tea					
	<b>Other Requirements</b>					
	• Venue must be located in the vicinity of CORON, PALAWAN					
	• With Free Parking area for 3 Vehicles					
	<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)					
	4. BIR Registration					
	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:region4b@owwa.gov.ph">region4b@owwa.gov.ph</a>					

**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:** Activity must be held on March 27 to March 29, 2025

**TERMS OF PAYMENT:** shall process the payment after the activity and delivery of all requirements

**PRICE VALIDITY:** 60 days from date of quotation/proposal

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*Company Name*

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*Print Name and Signature of Authorized Representative*

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*Designation*

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*Company Tel/Fax/Mobile No.*

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*Date*