

COMPANY NAME: ____
COMPANY ADDRESS:



Republic of the Philippines Department of Migrant Workers

OVERSEAS WORKERS WELFARE ADMINISTRATION Regional Welfare Office - MIMAROPA

8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila Tel. No.: (02) 8353-9016 | (02) 8353-8986 | Email: region4b@owwa.gov.ph





P.R. No.: 2025-03-0032

Date: March 6, 2025

REQUEST FOR QUOTATION | PROPOSAL

To whom it may concern:	
Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Co	onditions indicated
handa at the the chartest time of delivery and submit your protestion value very company letterhand on	Alain farma dula.

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 - MIMAROPA, 8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila not later than 11 March 2025 @ 5:00 PM.

LOURISSE V. DULFO
Supply Officer (Designate)

GERALD "DINDI" M. TAN
Regional Director

NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT	TOTAL
1	Target Participants: Ninety (90) Pax	1	LOT	₱2,832,620.05		
	Venue: Within the City of Puerto Princesa					
	in proxitimity to PPC Airport, Hospital					
	Fire Station and Police Station					
	Duration: April 22 - 26, 2025 (4N 6D)					
	Approved Budget: Php 2,832,620.05					
	Food					
	April 22 - Lunch, Dinner					
	April 23 - Full board meals including snacks					
	April 24 - Full board meals including snacks					
	April 25 - Full board meals including snacks					
	April 26 - Breakfast, AM Snack, Lunch					
	Accommodation:					
	(10) Single Room					
	(48) Twin Sharing					1116
	with Toiletries, Hot & Cold Water, and WIFI					
	Other Requirements:					
	* Use of Function Conference Room 8 - 10 Hrs.					
	with Stage, Podium, Philippine Flag and set up.		n n			
	* Conference set-up for (90) Pax			192		
	* Dedicated WIFI for the event					
	* Sound System with Mic minimum of (3)					
	* White Board with Markers					
	* LCD Screen					
	* Projector					
	* Free flowing Coffee Tea Water					
	* Complimentary candies and or nuts					
	* Memo pads and pencils		4			
	* Registration Table(s)					
	* Facilities and Rooms should be PWD Friendly					





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* Designated Smoking Area		
* Complimentary banner Signage Tarpaulin		
* Round Trip Airport Transfers		
* Complimentary Parking Spaces		
* At least 85% on the Table Rating of Factors		
for Lease of Venue		
Additional Documentary Requirements:		
Updated Philgeps Certificate or Registration		
Number		
2. Valid Mayor's Business Permit		
3. Latest BIR Registration		
4. Omnibus Sworn Statement - Submitted		
within five (5) days upon acceptance of NOA		
(Notice of Award)		
Note: Bidders may also submit their bid proposal		
and supporting documents throug email address:		
region4b@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:
 - a. Bidder's Company Name
 - b. PHILGEPS Reference No.
 - c. Project Title | Name
 - d. 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 I 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;
- 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.

rms of Payment:	
e Validity: Sixty (60) Days from Quota	ation Proposal date.
	Company Name
	Signature over Printed Name
	Authorized Representative
	Designation
	Company Tel. Fax Mobile No.
	- Date