



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

COMPANY NAME: _____

COMPANY ADDRESS: _____

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 - 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

PROJECT TITLE NAME: Proposal for the Lease of Venue for C.Y. 2025 Review and Assessment, and Annual Planning Workshop.						
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT COST	TOTAL COST
1	Target Participants: Ninety (90) Pax	1	LOT	₱2,832,620.05		
	Venue: Within the City of Puerto Princesa					
	in proximity 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					
	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.					
	* Conference set-up for (90) Pax					
	* 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					
	* Registration Table(s)					
	* Facilities and Rooms should be PWD Friendly					

