

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. 2025-03-0025
 DATE: 10-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 **14 March 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


NIMECA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Lease of Venue for the Phase 2 of the Consultation Workshop and Consultancy-Based Management System (CBMS) Roll-Out for Program to Institutionalize Meritocracy and Excellence in Human Resource (PRIME-HRM)					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 the Phase 2 of the Consultation Workshop and Consultancy-Based Management System (CBMS) Roll-Out for Program to Institutionalize Meritocracy and Excellence in Human Resource (PRIME-HRM)	1	lot	₱ 700,000.00		
	Target Participants:					
	100 Participants					
	Venue: Within the vicinity of Metro Manila					
	Duration: 2 days, 1 night (live-in) March 27-28, 2025					
	Approved Budget: Php 700,000.00					
	Session starts at 7 a.m. and ends at 8 p.m.					
	Food: (Full board meals: Buffet breakfast (except for Day 1), AM Snack, Buffet Lunch, PM Snack and Buffet Dinner (except Day 2)					
	Minimum of vegetable, 3 Viands, soup and dessert					
	Flowing coffee/tea/water with water dispenser					
	Complimentary candies, nuts and chips					
	Inclusive of 1 Social night package					
	Rooms: Deluxe Single/Executive Suite Occupancy - 4					
	Deluxe/Superior Twin Sharing Room - 48					
	Advance Party Room (included in the twin sharing rooms)					
	Rooms should be well maintained and clean, with hot and cold shower, bidet and complimentary Water and Toiletries					
	Other Requirements:					
	1. Use of Function Room/Conference Room for whole day for at least 110 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 (a total of 50 mbps)					
	3. Provision of outlet/extension cord to accommodate all participant gadgets					
	4. LCD Projector with Wide Screen and rectangular tables for group/seating arrangement of participants					
	5. Provision of Sound System and at least 3 microphones					
	6. Podium, Philippine Flag, White Board Markers and Eraser					
	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 parking space/area					
11. Complimentary banner/electronic signage to welcome participants					
12. 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