

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. 2025-04-0040
 DATE: 4-Apr-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 **10 April 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


JUAN M. PARDO, JR.
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Lease of Venue for the BUSINESS COMMUNICATIONS: TRAINING-WORKSHOP ON TECHNICAL WRITING AND PUBLIC SPEAKING SKILLS					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	<p>Lease of Venue for the BUSINESS COMMUNICATIONS: TRAINING-WORKSHOP ON TECHNICAL WRITING AND PUBLIC SPEAKING SKILLS</p> <p>Target Participants: 50 participants Venue: Within the vicinity of Region IVA Duration: 2 days, 1 night (live-in) April 22-24, 2025 Approved Budget: Php 570,000.00 Session starts at 7 a.m. and ends at 8p.m. Food: (Full board meals: Buffet Breakfast (except for Day 1) AM Snack, Buffet Lunch, PM Snack and Buffet Dinner (except Day 3) (Minimum of soup, vegetable, 3 viands (Fish, Beef, Chicken), and dessert) Flowing coffee/tea/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 - 23 Advance Party Room (good for 4 pax) Rooms should be well maintained and clean, with hot and cold shower, biddet and complimentary Water and Toiletries Other Requirements</p> <ol style="list-style-type: none"> Use of Function Room/Conference Room for wholeday for at least 60 pax (for participants and Resource Speaker) with ample space for Workshop activity and Secretariat table Strong internet connection and Wifi Access in function rooms and hotel rooms (at least 50 mbps) Provision of outlet / extension cord to accommodate all participant gadgets (1 per table) LCD Projector with Wide Screen and rectangular tables for group/seating arrangement of participants Provision of Sound System and at least 3-5 microphones Podium, Philippine Flag, White Board Markers and Erasers Venues must be compliant with the Occupational Safety Health guidelines and Green Public Procurement Facilities and rooms should be PWD friendly There should be designated area for smoking, preferably near the conference/function room Complimentary parking space/area Complimentary Banner/Electronic Signage to welcome participants Must have scores of at least 85% of the table of rating of factors for lease of venue <p>Additional Documentary Requirements must be submitted upon submission of offer:</p> <ol style="list-style-type: none"> PhilGEPS Certificate or PhilGEPS Registration Number Valid Mayor's / Business Permit Income/Business Tax Return (latest) <p>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</p> <p>Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph</p>	1	lot	P 570,000.00		

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