## 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. 2025-04-0055 DATE: 6-May-25

## REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS	S OF COMPANY;					
To whom i	it may concern:					
representa	e quote your lowest price/s (taxes included) on the est time of delivery and submit your quotation ative to Overseas Workers Welfare Administration ter than 13 May 2025 @ 10:00 a.m.	using you	ir company	letterhead or this	form duly ciano	t by your officio
<u>MA</u>	RIAN GABRIEWE F. PIZARRA AO V, PPMD			NIME OIC	C. UNICA , PPMD	
PROJECT OWWA EM	TITLE/NAME: Proposal for Consultancy Service MPLOYEES TOWARDS A GENDER SENSITIVE V	Consultancy Service for the STAFF DEVELOPMENT FOR DEALER'S/SUPPLIER'S OFF		PLIER'S OFFER		
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Consultancy Service for the STAFF DEVELOPMENT FOR OWWA EMPLOYEES TOWARDS A GENDER SENSITIVE WORKPLACE	1	lot	<b>P</b> 300,000.00		-
	Target Participants: 285 participants		<u> </u>			
	Approved Budget: Php 300,000,00					<del></del>
	Duration: 2 day Seminar and Staff Development/Teambuilding Workshop May 30-31, 2025	-			-	
_	Session starts at (Day 1: 6pm and Day 2: 8:00am onwards)					
	Within the vicinity of Region IV A					
	Requirement for Consultancy Service:					
	Operational for at least 9 years with expertise on team dynamics and gender-responsiveness and sensitive topics for GAD awareness and mainstreaming across the workplace.					
-	Have catered to at least ten (10) National Government Agencies and/or Government institutions/Government owned corporations within the past five (5) years. As proof, service provider must provide any of the following: Notice to proceed/Certificate of Completion/Contract/Client Satisfaction Rating	i	3			
	Minimum of 24 facilitators for the conduct of Staff Development/Team building					

At least 3 Safety Officers/First Aider and Stand-by ambulance for the whole duration of the

Seminar/Workshop
Provides Materials, Certificates and Prizes for the

Provision of Documenter (Basic Photo - Ecopy and printed copy (4r colored matte photo paper per

Can provide their own transportation and meals for

Workshop Proper

participant with Video- SDE)

the conduct of the activity

REV:02

 Additional Documentary Requirements must be submitted upon submission of offer:					
PhilGEPS Certificate or PhilGEPS Registration     Number				<del> </del>	 <del> </del>
Valid Mayor's / Business Permit		<del>-  </del> -		<del></del>	 <del> </del>
3. Latest Income Tax Return / Business Tax Return	_   _			+	 <del>                                     </del>
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			<u> </u>	-	

- Entries must be typewritten / if handwritten, it must be clear and legible;
- 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;
- Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- 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;
- 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 Authorize Representative		
Designation		
Company Tel./Fax/Mobile No.		
Date		