

**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 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 **13 May 2025 @ 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 AO V, PPMD

  
**NIME C. UNIZA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Consultancy Service for the STAFF DEVELOPMENT FOR OWWA EMPLOYEES TOWARDS A GENDER SENSITIVE WORKPLACE					DEALER'S/SUPPLIER'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	₱300,000.00		
	Target Participants: 285 participants					
	Approved Budget: Php 300,000.00					
	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					
	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 Workshop Proper					
	Provision of Documenter (Basic Photo - Ecopy and printed copy (4r colored matte photo paper per participant with Video- SDE)					
	Can provide their own transportation and meals for the conduct of the activity					

**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 \_\_\_\_\_