

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. 2025-05-0060

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

  
**NIMFA C. UNICA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Lease of Venue for PRIME: PRAISE AWARDEES RECOGNITION OF OWWA LOYALTY & SERVICE AWARDEES					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.	Lease of Venue for PRIME: PRAISE AWARDEES RECOGNITION OF OWWA LOYALTY & SERVICE AWARDEES	1	lot	P400,000.00		
	150 Pax					
	Venue: Within the vicinity of Region NCR					
	Duration: MAY 23, 2025 - 3PM - 6PM					
	Approved Budget: Php 400,000.00					
	Food: meals: Buffet Dinner 6PM: Minimum of soup, vegetable, 3-5 viands (Fish, Beef, Chicken), and dessert) and Snacks (PICA - PICA)					
	Flowing coffee/tea/water dispenser					
	Complimentary candies, nuts, and chips					
	<b>Other Requirements</b>					
	1. Use of Function hall for whole event for at least 150 pax					
	2. LCD Projector with Wide Screen and Round tables for group/seating arrangement of participants					
	3. Provision of Sound System with stand by Technical Support and at least 3-5 microphones					
	4. Podium, Philippine Flag,					
	5. Venues must be compliant with the Occupational Safety Health guidelines and Green Public Procurement					
	6. Facilities should be PWD friendly					
	7. There should be designated area for smoking, preferably near the conference/function room					
	8. Complimentary parking space/area					
	9. Complimentary Banner/Electronic Signage to welcome participants					
	10. Standard ingress/egress is 2 hours before and/ after the event					
	11. Must have scores of at least 85% of the table of rating of factors for lease of venue					

**PRICE VALIDITY:** 60 days from date of quotation/proposal

**Print Name and Signature of Authorized Representative**

**Company Tel./Fax/Mobile No.**

Date \_\_\_\_\_