## 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

NIMFA C. UNICA OIC, PPMD

	TITLE/NAME: Proposal for Lease of Venue for TION OF OWWA LOYALTY & SERVICE AWARDS		DEALER'S/SUPPLIER'S OFFER			
TEM 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					
	Other Requirements					
	Use of Function hall for whole event for at least     pax					
	LCD Projector with Wide Screen and Round tables for group/seating arrangement of participants					
	Provision of Sound System with stand by Technical Support and at least 3-5 microphones					
	Podium, Philippine Flag,     Venues must be compliant with the Occupational Safety Health guidelines and Green Public Procurement					
	Facilities should be PWD friendly					
	7. There should be designated area for smoking, preferably near the conference/function room					
	Complimentary parking space/area     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					

Additional Documentary Requirements must be submitted upon submission of offer:		
PhilGEPS Certificate or PhilGEPS Registration     Number		
2. Valid Mayor's / Business Permit		
3. Latest Income Tax Return / Business Tax Return		
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.

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DELIVERY: as per agreement with the End-user	
TERMS OF PAYMENT: Send-billing arrangement upon completion of ex	vent
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