

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, DOLE Compound Trece Martines St., Tacloban City not later than **(DATE)** _____.

KATRINA D. OBEJERA
Supply Officer

JENELYN P. GACUS
BAC, Chairperson

PROJECT TITLE/NAME: For the conduct of OFC Conference 2026 with the OFW Family Circle Leaders						DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC) OR BUDGET PER LINE ITEM	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)	
1	May 29, 2025- DAY 1	100	pax	P350,000.00			
	Meals & Snacks						
	*Breakfast						
	*AM Snacks						
	*Lunch						
	*PM Snacks						
	*Dinner						
	(Rice, 3 Viands,1 Vegetable, Dessert, 1 Round of Beverage and Water)						
	Accommodation						
	Note: Free Breakfast for May 30, 2025						
	May 30, 2025- DAY 2						
	Meals & Snacks						
	*AM Snacks						
	*Lunch						
	*PM Snacks						
	(Rice, 3 Viands,1 Vegetable, Dessert, 1 Round of Beverage and Water)						
	Amenities:						
	*Free Pool Access						
	*Free Wi-Fi						
	*Free use of venue and basic sound system						
	*Free flowing coffee						

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- 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.
- 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;
- 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;
- 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;
- 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: _____

TERMS OF PAYMENT: _____

PRICE VALIDITY: _____

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date