



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**Regional Welfare Office - MIMAROPA**



8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila  
Tel. No.: (02) 8353-9016 | (02) 8353-8986 | Email: [region4b@owwa.gov.ph](mailto:region4b@owwa.gov.ph)


**P.R. No.:** 2025-06-136  
**Date:** 10-Jun-25

# REQUEST FOR QUOTATION | PROPOSAL

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_

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 - MIMAROPA, 8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila not later than **June 16, 2025 @ 5:00 pm.**

  
**LOUPISSE V. DULFO**  
Supply Officer (Designate)

  
**GERALD "DINDI" M. TAN**  
Regional Director

PROJECT TITLE NAME: Proposal for the OWWA LEADS INTER - PROVINCE EDITION 2025						
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT COST	TOTAL COST
1	Target Participants: Two Hundred Sixty (260) pax			₱1,490,000.00		
2	Duration: June 27 - 29, 2025 (3D   2N)					
	Approved Budget: Php 1,490,000.00					
	Food					
	June 27 - Full board meals including snacks					
	June 28 - Full board meals including snacks					
	June 29 - Breakfast, AM Snack, Lunch, PM Snacks					
	Accommodation:					
	June 27 - 29, 2025 (3D   2N)					
	with Toiletries, Hot & Cold Water, and WIFI					
	Other Requirements:					
	* Use of Function   Conference Room - 12 - 15 hrs.					
	with Stage, Podium, and Set up					
	* Use of Lights and Sounds with atleast four (4)					
	wireless microphone					
	* Conference set - up for 260 pax					
	* Dedicated WIFI for the event					
	* LCD Screen   Projector					
	* Free Flowing Coffee					
	* Registration Table (s)					
	* Facilities and Rooms should be PWD Friendly					
	* Complimentary Parking Spaces					
	* At least 85% on the Table Rating of Factors					
	for Lease of Venue					
	Additional Documentary Requirements:					
	1. Updated Philgeps Certificate or Registration					
	Number					
	2. Valid Mayor's   Business Permit					
	3. Latest BIR Registration					
	4. Omnibus Sworn Statement - Submitted					
	within five (5) days upon acceptance of NOA					
	(Notice of Award)					
	Note: Bidders may also submit their bid proposal					
	and supporting documents through address:					
	<a href="#">region4b@owwa.gov.ph</a>					
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Nothing Follows XX						



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**Delivery Date:** 27 June 2025

**Terms of Payment:** \_\_\_\_\_

**Price Validity:** Sixty (60) Days from Qoutation | Proposal date.

**Additional Documentary Requirements:**

1. *Updated Philgeps Certificate or Registration Number*
2. *Valid Mayor's | Business Permit*
3. *Latest BIR Registration*
4. *Omnibus Sworn Statement - Submitted within five (5) days upon acceptance of NOA (Notice of Award)*

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
*Signature over Printed Name*  
**Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Company Tel. | Fax | Mobile No.**

\_\_\_\_\_  
**Date**

Note: Bidders may also submit their bid proposal and supporting documents throug email address:

[region4b@owwa.gov.ph](mailto:region4b@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:
  - a. Bidder's Company Name
  - b. PHILGEPS Reference No.
  - c. Project Title | Name
  - d. 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 I 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.