

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

> P.R. No.: <u>2025-06-0150</u> Date: 02-Jul-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

July 7, 2025@ 5:00 PM.

LOURISSE V DULFO

Supply Officer (Designate)

GERALD "DIN	DI" M. TAN
Regional	Director

S P E C I F I C A T I O N S	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT COST	TOTAL COST
Meals (AM Snacks, Lunch, PM Snacks)	50	рах	32,500.00		
Venue w/ Decoration (50 pax)	1	unit	15,000.00		
Inclusion:					
Sound System					
Microphone (2)					
Projector w/White Screen					
Stable Wifi					
Table & Chairs					
Free Flowing Coffee, Water & Tea					
Date of activity: July 17, 2025					
Place of activity: Sablayan, Occidental Mindoro					
**** Nothing Follows ****	****	****	****	***	****
	Meals (AM Snacks, Lunch, PM Snacks) Venue w/ Decoration (50 pax) Inclusion: Sound System Microphone (2) Projector w/White Screen Stable Wifi Table & Chairs Free Flowing Coffee, Water & Tea Date of activity: July 17, 2025 Place of activity: Sablayan, Occidental Mindoro	Meals (AM Snacks, Lunch, PM Snacks) 50 Venue w/ Decoration (50 pax) 1 Inclusion: 1 Sound System 1 Microphone (2) 1 Projector w/White Screen 1 Stable Wifi 1 Table & Chairs 1 Free Flowing Coffee, Water & Tea 1 Date of activity: July 17, 2025 1 Place of activity: Sablayan, Occidental Mindoro 1	Meals (AM Snacks, Lunch, PM Snacks)50paxVenue w/ Decoration (50 pax)1unitInclusion:1unitSound System11Microphone (2)11Projector w/White Screen11Stable Wifi11Table & Chairs11Free Flowing Coffee, Water & Tea11Date of activity: July 17, 202511Place of activity: Sablayan, Occidental Mindoro11	SPECIFICATIONSQTYUNITBUDGET FOR CONTRACTMeals (AM Snacks, Lunch, PM Snacks)50pax32,500.00Venue w/ Decoration (50 pax)1unit15,000.00Inclusion:1unit15,000.00Sound System1110Microphone (2)11Projector w/White Screen11Stable Wifi11Table & Chairs11Free Flowing Coffee, Water & Tea11Date of activity: July 17, 202511Place of activity: Sablayan, Occidental Mindoro11	SPECIFICATIONSQTYUNITBUDGET FOR CONTRACTUNIT COSTMeals (AM Snacks, Lunch, PM Snacks)50pax32,500.00Venue w/ Decoration (50 pax)1unit15,000.00Inclusion:1unit15,000.00Sound System111Microphone (2)111Projector w/White Screen111Stable Wifi1111Table & Chairs1111Free Flowing Coffee, Water & Tea111Date of activity: July 17, 2025111Place of activity: Sablayan, Occidental Mindoro111

Delivery Date: July 17, 2025 Terms of Payment: Price Validity:

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 throug email address: region4b@owwa.gov.ph

Company Name

Signature over Printed Name Authorized Representative

Designation

Company Tel. | Fax | Mobile No.

Date



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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.);

 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.