

COMPANY NAME: ___



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.:** 2025-06-0160 **Date:** 3-Jul-2025

REQUEST FOR QUOTATION | PROPOSAL

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 8, 2025 @ 5:00PM.

Supply Officer (Designate)

COMPANY ADDRESS:

Regional Director

ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT COST	TOTAL COST
1	VENUE			10,000.00		
2	MEALS			30,000.00		
	AM SNACK	50	PAX			
	LUNCH	50	PAX			
	PM SNACKS	50	PAX			

Delivery Date: 26-Jul-2025. **Terms of Payment: N30**

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

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 Updated Philgeps 	Certificate	or Registration	Number
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- 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

Signature over Printed Name
Authorized Representative
Designation
Company Tel. Fax Mobile No.
Date

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.