



REQUEST FOR QUOTATION  
PR No. RW07-PR-25-07-182

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

ADDRESS: \_\_\_\_\_

To whom it may concern:

Please quote your lowest price/s (**tax 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, Regional Welfare Office 7 at the Lower Ground Floor, Machay Building, Gorordo Ave., Cebu City, not later than \_\_\_\_\_.

  
**DARLENE MAE P. GILLE**  
Supply Officer

  
**DINEZA Z. GELLE**  
BAC Chairperson

PROJECT TITLE/NAME: REGIONAL AWARDING CEREMONY OF THE 2025 SEARCH FOR THE MODEL OFW FAMILY OF THE YEAR (MOFYA) AWARDS IN CEBU CITY ON AUGUST 1, 2025						
ITEM NO.	SPECIFICATION	QTY	UNIT	APPROVED BUDGET FOR THE CONTRACT	UNIT COST (Vat Inclusive)	TOTAL COST (Vat inclusive)
1	BANQUET PACKAGE	100	pax			
	Inclusions:	minimum guaranteed				
	>Column-free and High-ceiling airconditioned function room					
	(8 Hours Minimum Use)					
	>Free use of LED Wall, Lights and Sound System with					
	Wireless Microphones					
	>Lunch Buffet with 3 Main Courses					
	>Flowing Coffee and Drinking Water					
	>Secretariat Tables and Chairs					
	>Podium Stand					
	xxxxxx Nothing Follows xxxxxx					
GENERAL CONDITIONS						
<p>1. Entries must be typewritten / if handwritten, it must be clear and legible;</p> <p>2. Bidders must submit certificate of PHILGEPS Registration;</p> <p>3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);</p> <p>4. Place your proposal in a sealed envelope mark as follows:</p> <p style="padding-left: 20px;">Bidder's Company Name</p> <p style="padding-left: 20px;">PHILGEPS Reference No.</p> <p style="padding-left: 20px;">Project Title/Name</p> <p style="padding-left: 20px;">PR No.</p> <p>5. Item/s delivered must have warranties for unit replacements, parts, labor, or other services;</p> <p>6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);</p> <p>7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;</p> <p>9. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;</p> <p>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;</p> <p>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.</p>						

DELIVERY: \_\_\_\_\_

TERMS OF PAYMENT : \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

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

CONTACT NO.: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE