



Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Regional Welfare Office 4A (CALABARZON)  
Regional Welfare Office 4A  
G/F Parian Commerce Center II, National Highway,  
Parian, Calamba City, Laguna 4027



PR4A 2025-07-0011

Date: July 10, 2025

**REQUEST FOR QUOTATION / PROPOSAL**


**COMPANY NAME:**

**ADDRESS OF COMPANY:**

To whom it may concern:

Please quote your lowest net 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 Regional Welfare Office IV-A (OWWA RWO IV-A) not later than **18 July 2025, 10:00 a.m.**

  
**MARICYNNE L. PENIERO**  
BAC Chairperson

  
**ROSARIO C. BURAYAG**  
Regional Director

PROJECT TITLE/NAME: VENUE AND MEALS FOR OWWA RWO 4A FOR MODEL OFW FAMILY OF THE YEAR AWARD (MOFYA) CY 2025					DEALERS'S/SUPPLIERS OFFER	
ITEM NO	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (VAT Inclusive)	TOTAL COST (VAT Inclusive)
1	Venue and Meals for OWWA RWO 4A for Model OFW Family of the Year Award (MOFYA) CY 2025	100	pax	P 300,000.00		
2	Managed Buffet Buffet for Lunch: ➤ 1 Soup, ➤ 1 Vegetable, ➤ 2 Main Dishes, ➤ 1 Dessert ➤ 1 Round of Chilled Drink	100	pax			

3	Complementary Chips					
4	Use of a fully air-conditioned function room for the agreed time					
5	Use of lights and sounds					
6	Use of LCD Projector and widescreen					
7	Hot and Cold-water station					
8	Free Flowing Coffee and Hot Tea					
9	Mints and candies					
10	<b>Venue Styling</b> <ul style="list-style-type: none"> <li>➤ Centerpieces and Light Set up</li> </ul>					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	1. PhilGEPS Certificate or Philgeps Registration Number					
	2. Mayor's / Business Permit					
	3. BIR Certificate of Registration					
	<i>Note: Bidders may also submit their proposal and supporting documents through email address:</i> <a href="mailto:region4a@owwa.gov.ph">region4a@owwa.gov.ph</a> <i>For inquiries, you may contact us at 0962-159-2790</i>					

**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 quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL.

Label the envelope with the following:

Bidder's Company Name  
PHILGEPS Reference No.  
Project Title/Name  
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 Approved Budget for Contract (ABC);
7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
8. Proposal/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.

**Location** : Tagaytay City, Cavite  
**Delivery** : On July 24, 2025  
**Terms of Payment** : Government Terms  
**Price Validity** : 60 days from date of quotation/proposal

---

**Company Name**

---

**(Print Name and Signature of  
Authorized Representative)**

---

**(Designation)**

---

**Company Tel/Fax/Mobile No.**

---

**(Date)**