

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., 7th St. corner F.B. Harrison St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 074-17
 Date 29-May-17

REQUEST FOR PRICE QUOTATION

(NAME OF SUPPLIER)

(ADDRESS OF SUPPLIER)

Sir:

Please quote your lowest net price/s, **taxes included**, on the item/s hereunder listed and submit your quotation, using your company letterhead thru fax or email and/or enclosed in a sealed envelope marked "Proposal for the Venue on Basic Course on Community Organizing" addressed to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City on or before 05 June 2017 @ 10:00 a.m.


NIMFA C. UNICA
 Supply Officer


BERNA P. DEL CASTILLO
 CHIEF, PPMD

DEALER'S/SUPPLIER'S OFFER					
ITEM NO.	QTY	UNIT	SPECIFICATIONS	UNIT COST	TOTAL
				Unit Price (vat inclusive)	
1.	1	lot	Technical Requirements for:		
			Basic Course on Community Organizing		
			Target Participants : Forty (40) pax		
			Possible Venue : Within the vicinity of Batangas, Rizal or Pampanga		
			Duration : 3 days and 2 nights (live-in)		
			Inclusive Dates : July 26, 27 & 28, 2017		
			Session starts at 8 a.m. and ends at 7 p.m.		
			Approved Budget : Php264,000.00		
			Food : 3 Buffet Breakfast, 3 AM Snakcs,		
			3 Buffet Lunch, 3 PM Snacks, and 2 Buffet Dinner)		
			w/ additional food on fellowship night		
			Requirements :		
			LCD Projector with Projector Screen		
			Laptop		
			Whiteboard with markers and eraser		
			Flipchart with papers and markers, pad and pencils		
			Free flowing coffee/tea/candies/water in a water dispenser		
			Provisions of sound system with three (3) microphones (wireless, if possible)		
			Free use of function room / karaoke		
			Complimentary Welcome Tarpaulin		
			Backdrop Banner		
			Room Accomodation :		
			Twin / triple sharing (of individual bed)		
			Terms of Payment :		
			Within thirty (30) days after the training		

			<i>Additional Documentary Requirements:</i>		
			1. <i>Mayor's Permit or Business Permit</i>		
			2. <i>Income Tax Return or Business Tax Return</i>		
<p>Note:</p> <ol style="list-style-type: none"> 1. Please attach Philgeps Certificate 2. 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. 3. Based on the above requirement/s all price quoted /submitted shall be considered final & unalterable and VAT inclusive. 4. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted. 5. Bid modifications as well as bids submitted beyond the scheduled deadline shall not be considered. 6. 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. 					
XX					

DELIVERY:

TERMS OF PAYMENT

PRICE VALIDITY

(Name of Supplier)

(Signature of Owner/Manager)

(Print Name)

(Contact Number)

(Date)