

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. 2019-06-0068  
 DATE: 28-Jun-19

**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 and enclosed in a sealed envelope marked "Proposal for One (1) Lot – Lease of Venue for Three-Day Live-In Stress Management Training, An Intervention for the Psychosocial Wellness of the Employees through Managing Pressures and Maintaining Balance" addressed to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City on or before 05 July 2019 @ 10:00 a.m.

**JUAN M. PARCO, JR.**  
 Supply Officer

**NIMFA C. UNICA**  
 OIC, PPMD

DEALER'S/SUPPLIER'S OFFER					
ITEM NO.	QTY	UNIT	SPECIFICATIONS	UNIT COST	TOTAL
				Unit Price (vat inclusive)	
1	1	lot	<b>Lease of Venue for Three-Day Live-In Stress Management Training, An Intervention for the Psychosocial Wellness of the Employees through Managing Pressures and Maintaining Balance</b>		
			<b>Target Participants/Guests:</b>		
			Forty (40) persons to be composed of the ff:		
			35 participants, 3 Resource Speakers & 2 Secretariats)		
			<b>Possible Venue:</b>		
			Within the vicinity of Batangas the function area at least 150 sq. m.		
			With at least Fire Safety Locators/Escapes and Fire Equipment (e.g. Fire Extinguisher, etc.)		
			With 24-hour Security Personnel		
			Compliance to Green Procurement Requirements		
			Must have a score at least 80% of the <b>Table of Rating Factors for Lease of Venue</b>		
			<b>Duration:</b> 3 days and 2 nights (live-in)		
			<b>Inclusive Dates:</b> 14-16 August 2019		
			<b>Session starts at 8:00 AM and ends at 7:00PM</b>		
			<b>Approved Budget:</b> Php264,000.00 inclusive of TAX		
			<b>Food:</b> (2 Buffet Breakfast, 3 AM Snacks, 3 Buffet Lunch, 3 PM Snacks and 2 Buffet Dinner); with additional food on fellowship night until 11:00PM		
			<b>Requirements:</b>		
			1 big Function Room at least 150 sq. m.		
			LCD Projector (minimum of 3000 ansi lumen rating) with Projector Screen		
			Flicker		
			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 a standard 3.5mm audio connector and/or three (3) microphones (wireless, if possible)		
			Free use of function room/karaoke during the fellowship night		
			Complimentary Welcome Tarpaulin/Backdrop Banner		

