

OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Bldg. 7th St. cor. Harrison St., Pasay City

NEWSPAPER SUBSCRIPTION
(MARCH TO DECEMBER 2024)

LOCAL NEWSPAPERS	FREQUENCY	QTY	UNIT PRICE	NO. OF DAYS	AMOUNT
Philippine Daily Inquirer	Mon-Fri	24		218	
	Saturday	4		44	
	Sunday	4		44	
Philippine Star	Mon-Fri	15		218	
	Saturday	4		44	
	Sunday	4		44	
Manila Bulletin	Mon-Fri	12		218	
	Saturday	4		44	
	Sunday	4		44	
Manila Standard	Mon-Sat	3		262	
Manila Times	Mon-Sun	2		306	
Manila Times	Mon-Fri	1		218	
Malaya	Mon-Fri	2		218	
Daily Tribune	Mon-Sun	2		306	
Business Mirror	Mon-Sun	2		306	
Business Mirror	Mon-Fri	1		218	
Abante	Mon-Sun	2		306	
Abante Tonight	Mon-Sun	3		306	
Bulgar	Mon-Sun	2		306	
Tempo	Mon-Sun	2		306	
Tempo	Mon-Fri	1		218	
Peoples Tonight	Mon-Sun	2		306	
Peoples Journal	Mon-Sun	2		306	
Pilipino Star Ngayon	Mon-Sun	2		306	
Pilipino Star Ngayon	Mon-Fri	1		218	
Hataw	Mon-Sun	2		306	
Pilipino Mirror	Mon-Sun	2		306	
Saksi	Mon-Sun	2		218	
Police Files TONITE	Mon-Sun	2		306	

TOTAL _____

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF NEWSPAPERS TO THE OVERSEAS WORKERS WELFARE ADMINISTRATION

I. SCOPE

This bid represents the requirements of the Overseas Workers Welfare Administration (OWWA) for the delivery of daily newspapers. The contract will be from the period of **March 1, 2024 to December 31, 2024**.

II. QUANTITY

The number of newspapers to be delivered for the duration of the contract is approximately **22,966**. In some cases, the quantity may increase e.g. when the management requests for additional copy, etc. Price changes will only be allowed when a publisher's price has increased. Proof regarding this increase must be provided.

III. DELIVERY OF SERVICES.

Newspapers must be delivered **before 5:30 A.M.** every morning (**Saturdays; Sundays including Public Holidays**).

The successful bidder must count, check, sign and register the newspapers supplied with the agency's security personnel by providing the copy of delivery receipt to ensure that the correct quantities are delivered. The successful bidder must provide the name and contact details of the person who will be responsible for newspaper delivery.

IV. GENERAL REQUIREMENT

The bidder must have a proven experience in the supply and delivery of newspapers, thus must supply the following:


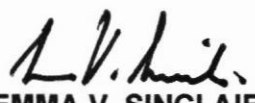

- a. Detailed information on experience and number of years in the supply and delivery of newspapers;
- b. Comprehensive list of clients in the supply and delivery of newspapers for the past five (5) years with their respective contact details and;
- c. The supplier should be duly registered with PHILGEPS.

V. BUDGETARY REQUIREMENT

The approved budget for the supply and delivery of newspaper is **Php505,000.00**.

VI. TERMS OF PAYMENT

OWWA shall pay the successful bidder on a monthly basis, fifteen (15) days upon receipt of statement of account together with the original delivery receipt.

<p>Prepared by:</p>  <p>LIANNE DOMINIQUE S. HIDALGO OWWO III Advocacy and Social Marketing Division</p>	<p>Recommending Approval:</p>  <p>EMMA V. SINCLAIR Deputy Administrator <i>HSM</i> For Administration & Fund Management</p>
<p>Approval:</p>  <p>ARNALDO A. IGNACIO Administrator <i>AI</i></p> <p>Date: _____</p>	
<p>Certified Funds Availability:</p> <p><i>Plan</i> MARIA GIEZL T. LANUZA OIC, ACCOUNTING DIVISION <i>MG</i> Amount: ₱ 505,000.00 March 1- December 31, 2024</p>	

DBN: 2024-01-120