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

P.R. No. 2023-02-0007
DATE: 6-Feb-23

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest 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, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **15 February 2023, 10:00 a.m.**

MARIAN GABRIELLE F. PIZARRA
Supply Officer

GERARDO S. GATCHALIAN
OIC, PPMD

PROJECT TITLE/NAME: Proposal for Printing and Delivery of OWWA Official Receipt with Logo					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	OWWA OFFICIAL RECEIPT with Official Logo	14,500	booklet	₱1,300,000.00		
	Accountable Form No. 51					
	size: 8.5" x 4"					
	no. of pages: 1 side printing					
	paper stock: Carbonless paper colored					
	original: White					
	duplicate: Pink					
	triplicate: Yellow					
	Color: One (1) color with three (3) kinds of security features on original copy only					
	Binding: 50 sets/booklet					
	3 sheets/set					
	40 booklet/box					
	Others: With numbering					
	Starts at OR #2056001					
	Note:					
	1st delivery - 7,500 booklets last week of March 2023					
	2nd delivery - 7,000 booklets 2nd week of July 2023					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Business Tax Return					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: ***procurement@owwa.gov.ph***					

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 quotation can be submitted through the following means: **a)** in a **SEALED ENVELOPE**, or **b)** thru **ELECTRONIC MAIL**, or **c) FACSIMILE**. 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 the Approved Budget for the 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.

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DELIVERY: as per schedule upon acceptance of proofing/layout

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