

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. 2023-02-0008
 DATE: 10-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 **17 February 2023, 10:00 a.m.**

M.F. Pizarra
MARIAN GABRIELLE F. PIZARRA
 Supply Officer

Gerardo S. Gatchalian
GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Rental of Twenty (20) units Desktop Computer for the period of March to December 2023					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	RENTAL OF TWENTY (20) UNITS DESKTOP COMPUTER FOR THE PERIOD OF MARCH TO DECEMBER 2023	1	lot	₱700,000.00		
	<i>Specifications:</i>					
	<i>Hardware:</i>					
	Intel Core i3 Processor					
	ATX Mainboard					
	On Board Audio Video & Gigabit LAN					
	4GB DDR4 Memory					
	500GB Hard Disk Drive SATA					
	Tower Type Casing with 600 Watts Power Supply					
	USB Mouse and Keyboard					
	(At least) 18.5" LED Widescreen Monitor					
	Automatic Voltage Regulator					
	<i>Software:</i>					
	(At least) Windows 7 Operating System					
	Anti-Virus					
	Microsoft Office					
	Google Chrome					
	<i>Technical Support:</i>					
	Immediate provision of replacement units for defective or broken-down units (through normal use)					
	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.						

DELIVERY: within 5 days upon confirmation of Contract/NTP

TERMS OF PAYMENT: Monthly-billing

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