

**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. 2023-02-0016  
 DATE: 17-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 **24 February 2023, 10:00 a.m.**

  
**MA. CRIZEL F. ESGUERRA**  
 Supply Officer

  
**MARIAN GABRIELLE F. PIZARRA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 1st Quarter for CY 2023					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LOT ITEM	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	<b>Supply and Delivery of Various Office Supplies for 1st Quarter for CY 2023</b>					
	<b>LOT 1</b>	<b>-1-</b>	<b>lot</b>	<b>₱305,668.33</b>		
1.	BALLPEN, blue and black, ballpoint	1000	piece			
2.	BATTERY, 9V	5	pack			
3.	BATTERY, dry cell, AA, 2pcs/pack	60	pack			
4.	BATTERY, dry cell, AAA, 2pcs/pack	60	pack			
5.	BRISTOL BOARD, A4, 220gsm (1 color/ ream)	15	ream			
6.	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	105	box			
7.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	105	box			
8.	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	100	box			
9.	CLIP, PAPER vinyl/plastic coat, length: 48mm min	120	box			
10.	CONTINUOUS FORM, 1 PLY, 280 x 241mm	4	box			
11.	CORRECTION FLUID, waterbase, (15ml)	6	piece			
12.	CORRECTION PEN, metal tip, 12ml	15	piece			
13.	CORRECTION TAPE, film base type, UL 6m min	346	piece			
14.	DATA FOLDER, made of chipboard, taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	500	piece			
15.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	50	can			
16.	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	5	box			
17.	ERASER, Plastic/Rubber, for pencil draft/writing	54	piece			
18.	FLASH DRIVE, 16 GB capacity	60	piece			
19.	FOLDER, FILE MAGAZINE STAND, box type with cover 16" x 10 1/2" x 6"	60	piece			
20.	FOLDER, PRESENTATION, A4 (50s/pack)	6	pack			
21.	FOLDER, PRESENTATION, Legal (50s/pack)	15	pack			
22.	FOLDER, PRESSBOARD, A4 (100pcs/box)	5	box			
23.	FOLDER, TAGBOARD, A4 (100pcs/box)	6	box			
24.	FOLDER, TAGBOARD, LEGAL (100pcs/box)	10	box			
25.	FURNITURE CLEANER, aerosol type, 300ml min per can	60	can			
26.	ILLUSTRATION BOARD, 762 X 1016mm, 2ply	10	piece			
27.	INDEX CARD, 3X5 (ruled both sides)	5	pack			
28.	INDEX CARD, 5X8 (ruled both sides)	5	pack			
29.	INSECTICIDE, aerosol type, net content: 600ml min	100	can			
30.	MARKER, FLUORESCENT, 3pcs/pack	90	pack			
31.	MARKER, whiteboard, black/blue, felt tip, bullet type	150	piece			
32.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	315	pack			
33.	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	800	pad			
34.	PAPER, BOARD, SPECIAL (10s/pack) 220gsm Vellum/White	100	pack			
35.	PAPER, PHOTO A4, 20s/pack (for Inkjet)	60	pack			
36.	PENCIL SHARPENER, manual, single cutter head	138	piece			
37.	PUNCHER, paper, heavy duty, with two hole guide	44	piece			

