

P.R. No. 2023-02-0018
 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 Equipment					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	Supply and Delivery of Various Office Equipment, as follows:					
1.	PAPER SHREDDER Specs: Shred capacity: A4 (70g) 8 sheets paper, 1 CD, 1 Card Shred size: 4 x 45mm Entry width: 220mm Shred type: Cross cut Shred speed: 2.2m/min Switch Feature: Rev-Off-Auto Duty cycle: 2 minutes on, 40 minutes off Noise level: 72dB 13-liter waste bin capacity Dimension: 31 x 19 x 32.5 kg Net Wt: 3.6kg	1	unit	₱4,200.00		
2.	STAND FAN Specs: 16 inch blade 3 speed control system 3-wing aluminum blade Oscillation control Adjustable fan head Adjustable stand height Thermal fuse protected motor	5	units	₱3,000.00 per unit		
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 15 days upon receipt of approved PO/NTP

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