

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. 2023-03-0029
 DATE: 10-Mar-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 March 2023, 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr. GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery of Newspapers Subscription (tabloids and broadsheets)					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Supply and Delivery of Newspapers Subscription (tabloids and broadsheets)	1	lot	P 165,200.00		
	<i>Philippine Daily Inquirer</i>	612	pcs			
	<i>Philippine Star</i>	612	pcs			
	<i>Manila Bulletin</i>	612	pcs			
	<i>Manila Standard Today</i>	524	pcs			
	<i>Manila Times</i>	612	pcs			
	<i>Malaya</i>	436	pcs			
	<i>Daily Tribune</i>	612	pcs			
	<i>Business Mirror</i>	612	pcs			
	<i>Abante</i>	612	pcs			
	<i>Abante Tonite</i>	612	pcs			
	<i>Bulgar</i>	612	pcs			
	<i>Tempo</i>	612	pcs			
	<i>Peoples Tonight</i>	612	pcs			
	<i>Peoples Journal</i>	612	pcs			
	<i>Pilipino Star Ngayon</i>	612	pcs			
	<i>Hataw</i>	612	pcs			
	<i>Pilipino Mirror</i>	612	pcs			
	<i>Saksi</i>	612	pcs			
	<i>Police Files</i>	612	pcs			
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	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					

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, weekly and weekend newspapers. The contract will be from the period of **March 2023 to December 2023**.

II. QUANTITY

The number of newspapers to be delivered for the duration of the contract is approximately **11,364**. 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 **Php165,200.00**.

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.

Requested by:


FLORENCIO D. TEVES III
CHIEF, ASMD

Recommending Approval:


EMMA V. SINCLAIR

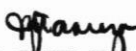
Deputy Administrator for Administration and Fund Management

Approval:


ARNALDO A. IGNACIO
Administrator

OSN 2023-02-156

CERTIFIED FUNDS AVAILABILITY:


MARIA GIEZL T. MANUZA
OIC, Accounting Division
Amount: 145,200.00
March 2023 - December 2023