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 <u>17 March 2023, 10:00 a.m.</u>

Engr. GERARDO S. GATCHALIAN

OIC, PPMD

ROJECT 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	₽ 165,200.00		
	Philippine Daily Inquirer	612	pcs			
	Philippine Star	612	pcs			
	Manila Bulletin	612	pcs			
	Manila Standard Today	524	pcs			
	Manila Times	612	pcs			
	Malaya	436	pcs	10		and the state
	Daily Tribune	612	pcs			
	Business Mirror	612	pcs			
	Abante	612	pcs			
	Abante Tonite	612	pcs			
	Bulgar	612	pcs			
	Тетро	612	pcs			
	Peoples Tonight	612	pcs			and the second second
	Peoples Journal	612	pcs			
	Pilipino Star Ngayon	612	pcs			
	Hataw	612	pcs			
	Pilipino Mirror	612	pcs			
	Saksi	612	pcs			
	Police Files	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: <u>procurement@owwa.gov.ph</u>					

REV: 02

GENERAL CONDITIONS	
 Entries must be typewritten / if handwritten, it must be c 	
Bidders must submit certificate of PHILGEPS Registrat	
Bidders must submit necessary business permits (SEC	
All quotation can be submitted through the following me	eans: 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 replacem	nents, parts, labor or other services;
6. Quoted prices must be inclusive of taxes and shall not e	exceed the Approved Budget for the Contract (ABC);
7. Proposal/Quotation submitted without signature of the a	authorized signatory shall not be accepted;
8. Proposal/Bid modifications submitted beyond the sched	duled deadline shall not be considered;
9. Price guoted/ submitted on the deadline shall be consid	lered as final and unalterable;
10. Use of non-discretionary/non-discriminatory selection of	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	
	oid, 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: immediately upon receipt of Contract/NTP

TERMS OF PAYMENT: monthly basis within15 days upon receipt of Statement of Account (SOA) with original Delivery Receipt (DR).

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

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 **<u>11,364</u>**. 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:

- 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:

DORENCIO D. TE CHIEF, ASMD

Recommending Approval:

Jon V. Liles.

EMMA V. SINCLAIR Deputy Administrator for Administration and Fund Management

Approval: ARMALDO A. IGNACIO, Administrator

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CERTIFIED FUNDS AVAILABILITY:

MARIA GIEZL T. LANUZA

OIC, Accounting Division W Amount: 145,200.00 March 2023- December 2023