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. 2023-03-0030
DATE: 16-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 **23 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 - Printing and Delivery of CPDEP and PDOS Certificate of Attendance					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	**SPECIFICATIONS**	**QTY**	**UNIT**	**APPROVED BUDGET FOR CONTRACT (ABC)**	**UNIT COST (Vat inclusive)**	**TOTAL COST (Vat inclusive)**
	Printing and Delivery of Certificate of Attendance	**1**	**lot**	**₱ 390,000.00**		
	CPDEP Certificate of Attendace	**60,000**	**pcs**			
	Specifications:					
	Size: 8-1/4" x 5.5"					
	No. of pages: 1 side printing					
	Type of Paper: 100-104gsm (special paper)					
	Paper Color: Pale Cream					
	Printing Color: 4 x 0 (1 invisible ink for security features)					
	Binding: Loose with numbering					
	Security Features (to be discussed with the winning bidder)					
	PDOS Certificate of Attendace	**35,000**	**pcs**			
	Specifications:					
	Size: 8-1/4" x 5.5"					
	No. of pages: 1 side printing					
	Type of Paper: 100-104gsm (special paper)					
	Paper Color: Pale Cream					
	Printing Color: 4 x 0 (1 invisible ink for security features)					
	Binding: Loose with numbering					
	Security Features (to be discussed with the winning bidder)					

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.

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DELIVERY: 30 calendar days upon receipt of 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