

**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. 2023-03-0045  
 DATE: 22-Mar-23

**REQUEST FOR QUOTATION / PROPOSAL**

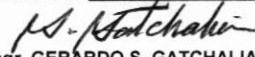
**COMPANY NAME:**

**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 **29 March 2023, 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

  
**Engr. GERARDO S. GATCHALIAN**  
 OIC, PPMO

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various ICT Equipment					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	<b>Supply and Delivery of Various ICT Equipment</b>			<b>₱761,456.00</b>		
1.	<b>PRINTER</b> <i>Print, Scan, Copy, Fax with ADF Printing Technology: Piezoelectric Printhead Copying: ISO, A4 (Black/Color): Up to 7.7 ipm / 3.8ipm Scanning: Flatbed color image scanner Fax Function: Walk-up Black-and-white and Color Fax Capability ADF Function: Paper capacity: 30 sheets (A4 Paper), 10 sheets (Legal)</i>	34	units	14,999.00 per unit		
2.	<b>PRINTER - PORTABLE WITH BLUETOOTH</b> <i>Print Speed: Draft, A4 (Black/Colour): Up to 14 ppm / 11 ppm Paper Handling (sizes): Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6" Interface: USB 2.0, WiFi Print Method: Micro Piezo Printhead</i>	1	unit	14,999.00 per unit		
3.	<b>PRINTER, DOT MATRIX</b> <i>Narrow carriage 24-pin SIDM high 416 cps print speed at 12 CPI 10,000 power on hour MTBF USB</i>	3	units	14,999.00 per unit		
4.	<b>PRINTER</b> <i>Multi-function Print, scan, copy, fax Wireless Networking Automatic Duplex Printing (Up to A4) Up to 22/20ipm (mono/color) based on ISO/IEC 24734 FPOT: 6 seconds Print Resolution: Up to 1200 x 4800 dpi Printing Width: 291 mm Copy Colour: Yes / Monochrome: Yes Scan Colour Scanning: Yes / Monochrome: Yes Weight: 16.9kg Operation Power Source Network Wireless Network Security WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES) Wireless Setup Support Utility - WPS</i>	1	unit	14,999.00 per unit		
5.	<b>EXTERNAL HARD DRIVE</b> 3TB	2	units	5,000.00 per unit		
6.	<b>EXTERNAL HARD DRIVE</b> 2TB USB 3.0 plug-and-play with no bulky power supply adapters Protect your data with easy flexible backups	2	units	5,000.00 per unit		

7.	<b>WEBCAM</b>	5	units	999.00 per unit		
	Type: USB Webcam Max Resolution: 1280 x 720 pixels Interface Type: USB 2.0 Video Resolution: HD Frame rate: 30fps Cable length: 1.5m					
8.	<b>UPS 650VA</b>	9	units	3,500.00 per unit		
	Automatic Voltage Regulation (AVR), wide input voltage range, Auto restart cold-start capability, Effective Protection Manageable, Microprocessor-based Digital Control Technology, Faster and more accurate data processing, ratings: 1000VA/600W, Battery: 1x12V/9Ah, Interface: 4x Universal Socket, Form Factor: Tower					
9.	<b>KEYBOARD AND MOUSE</b>	100	set	1,200.00 per set		
	Key Caps A-Shape round edge hotkeys 12 FN multimedia hotkeys character lase engraving					
	<b>Note:</b> Kindly indicate BRAND Model of your bid. Bid should not exceed Php15,000.00 for each item					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					

**GENERAL CONDITIONS**

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- 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.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- 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;
- 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 45 days upon receipt of approved PO/NTP

**TERMS OF PAYMENT:** Government Terms

**PRICE VALIDITY:** 60 days from date of quotation/proposal

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**Company Name**

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**Print Name and Signature of Authorized Representative**

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**Designation**

\_\_\_\_\_

**Company Tel./Fax/Mobile No.**

\_\_\_\_\_

**Date**