

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. 2023-04-0051
 DATE: 14-Apr-23


REQUEST FOR QUOTATION / PROPOSAL

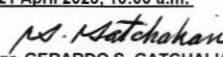
COMPANY NAME:

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 **21 April 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 - Subscription of Cable Television for Nine (9) Outlets at OWWA Center Building for the period of CY 2023					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Subscription of Cable Television for Nine (9) Outlets at OWWA Center Building for the period of CY 2023	1	lot	₱266,000.00		
	<i>(Please see attached Terms of Reference)</i>					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph</i>					

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 5 days upon issuance of NTP

TERMS OF PAYMENT: Monthly Billing

PRICE VALIDITY: 60 days from date of quotation/proposal

 Company Name

 Print Name and Signature of Authorized Representative

 Designation

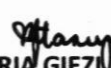
 Company Tel./Fax/Mobile No.

 Date


TERMS OF REFERENCE

TITLE	CABLE TV SUBSCRIPTION
I. RATIONALE	<p>In ensuring total satisfaction to client-member-OFWs and OWWA stakeholders' there is a need for Cable TV subscription as a source of information about the relevant issues concerning OFWs and their families and to provide entertainment and amusement when transacting in the Head Office, Pasay City.</p>
II. CABLE TV COMPANY	<p>Cable TV service provider is authorized under existing regulations by the relevant government offices to install, design, operate, and maintain cable television system, infrastructure, networks, facilities and distribution system and provide CATV programming and value-added services to commercial establishment with-in the authorized service area.</p>
III. SCOPE OF THE INSTALLATION	<p>The cable TV service provider shall provide the services to OWWA consisting of various channels and programs received from direct cable feeds for the duration of subscription.</p> <p>The cable TV service provider shall design and build the system according to the technical standards by taking into consideration the needs of OWWA.</p> <p>Connections, extensions or transfer of any cable, materials, and accessories shall be made only by the company/cable TV service provider or its authorized employees/representative.</p> <p>The OWWA shall provide and make available and ready the necessary ducts, pipes or conduits for the cable wire feed to each of the location and connected offices. It shall facilitate and allow authorized representative from the company in access to premises for the purpose of installing and maintenance of the cable TV system.</p>
IV. LOCATION OF INSTALLATION AND CONNECTION	<p>Overseas Workers Welfare Administration (OWWA) Center Building 7TH cor. F. B. Harrison St., Pasay City</p> <ol style="list-style-type: none"> 1. Office of the ADMINISTRATOR (4F) 2. Office of the Deputy Administrator (5F) 3. Office of the Deputy Administrator (8F) 4. Administrative and Financial Management Office (AFMO – 3F) 5. Policy and Program Development Office (PPDO - 6F) 6. Fund and Investment Management Office (FIMO - 6F) 7. 24/7 Operation Center/Hotline 1348 (4F) 8. Advocacy and Social Marketing Division (ASMD – 6F) 9. Commission on Audit (COA – 5F)

V. SUBSCRIPTION PLAN AND DURATION	<p style="text-align: center;">Corporate Plan Product Description: Cable TV – Silver Plan, includes;</p> <p style="text-align: center;">Complete Kit 72 Standard Channel Effective upon issuance of NTP until 31 December 2023</p> <p style="text-align: center;">Note: TV Signal shall be Digital, supplied through Coaxial Cable</p>
VI. AFTER SALES SERVICE WARRANTY	<p>The company/ service provider shall maintain the system within the premises and at no cost to OWWA. It shall provide written service report on the repair and maintenance activities such as signal quality check and technical audit of the system.</p> <p>With 48 hours, upon request of OWWA the service provider shall provide duly authorized and qualified/competent personnel tasked to maintain or repair the system to ensure continuous and uninterrupted delivery of service.</p>
VII. TERMS OF PAYMENT	<p>Payment shall be made monthly.</p> <p>A statement of account shall be delivered to Engineering and General Services Division (EGSD) Rm. 305 3rd floor, OWWA Center Bldg., Pasay City</p>
VIII. APPROVED BUDGET FOR THE CONTRACT	<p>An approved budget for the contract (ABC) in the amount equal <u>Two Hundred Sixty-six Thousand Pesos (Php 266,000.00)</u> for Nine months shall be allocated for the contract, subject the provisions of R.A. 9184.</p>

Prepared By:  JUAN M. PARCO, JR. Officer-in-Charge Engineering and General Services Division	Recommending Approval:  EMMA V. SINCLAIR Deputy Administrator for Administration and Fund Management	Certified Funds Available:  MARIA GIEZT. LANUZA Officer-in-Charge Accounting Division Amount: 266,000.00
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Approved by:


ARNALDO A. IGNACIO
 Administrator

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