

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: 24-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 **02 May 2023, 10:00 a.m.**


MARIAN GABRIEL 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	₱ 165,200.00		
	Philippine Daily Inquirer	500	pcs			
	Philippine Star	500	pcs			
	Manila Bulletin	500	pcs			
	Manila Standard	490	pcs			
	Manila Times	490	pcs			
	Malaya	350	pcs			
	Daily Tribune	490	pcs			
	Business Mirror	490	pcs			
	Abante	490	pcs			
	Abante Tonite	490	pcs			
	Bulgar	490	pcs			
	Tempo	490	pcs			
	Peoples Tonight	490	pcs			
	Peoples Journal	490	pcs			
	Pilipino Star Ngayon	490	pcs			
	Hataw	490	pcs			
	Pilipino Mirror	490	pcs			
	Saksi	490	pcs			
	Police Files	490	pcs			
	<i>(Please see attached Terms of Reference and Distribution List)</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>					

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 **May 1, 2023 to December 31, 2023**.

II. QUANTITY

The number of newspapers to be delivered for the duration of the contract is approximately **9,200**. 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.

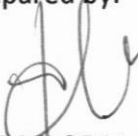
V. BUDGETARY REQUIREMENT

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.

Prepared by:

A handwritten signature in black ink, appearing to read 'M. Celemin', written over a vertical line.

MIRAFIOR V. CELEMIN

Officer-In-Charge

Advocacy and Social Marketing Division

OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Bldg. 7th St. cor. Harrison St., Pasay City

NEWSPAPER SUBSCRIPTION
(MAY TO DECEMBER 2023)

LOCAL NEWSPAPERS	FREQUENCY	QTY	UNIT PRICE	NO. OF DAYS	AMOUNT
Philippine Daily Inquirer	Mon-Fri	2		175	
	Saturday	2		40	
	Sunday	2		35	
Philippine Star	Mon-Fri	2		175	
	Saturday	2		40	
	Sunday	2		35	
Manila Bulletin	Mon-Fri	2		175	
	Saturday	2		40	
	Sunday	2		35	
Manila Standard	Mon-Sun	2		245	
Manila Times	Mon-Sun	2		245	
Malaya	Mon-Fri	2		175	
Daily Tribune	Mon-Sun	2		245	
Business Mirror	Mon-Sun	2		245	
Abante	Mon-Sun	2		245	
Abante Tonite	Mon-Sun	2		245	
Bulgar	Mon-Sun	2		245	
Tempo	Mon-Sun	2		245	
Peoples Tonight	Mon-Sun	2		245	
Peoples Journal	Mon-Sun	2		245	
Pilipino Star Ngayon	Mon-Sun	2		245	
Hataw	Mon-Sun	2		245	
Pilipino Mirror	Mon-Sun	2		245	
Saksi	Mon-Sun	2		245	
Police Files	Mon-Sun	2		245	

TOTAL _____

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date