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 <u>02 May 2023, 10:00 a.m.</u>

MARIAN GAERJELLE F. PIZARRA Supply Officer

1. Satchalian
Engr. GERARDO S. GATCHALIAN
OIC, PPMD

and broad	TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery Isheets)	DEALER'S/SUF	PPLIER'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		-	
	Тетро	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			
	(Please see attached Terms of Reference and Distribution List)	1				
	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: procurement@owwa.gov.ph					

GENER	RAL CONDITIONS
1. Entr	ies must be typewritten / if handwritten, it must be clear and legible;
2. Bidd	ders must submit certificate of PHILGEPS Registration;
3. Bidd	ers must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. All q	uotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. Label
the env	relope 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. Quo	ted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
7. Prop	posal/Quotation submitted without signature of the authorized signatory shall not be accepted;
8. Prop	posal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
9. Price	e quoted/ submitted on the deadline shall be considered as final and unalterable;
10. Use	e 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	e 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	r incurring any liability to the affected bidder or bidders.
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

DELIVERY: immediately upon receipt of Contract/NTP

TERMS OF PAYMENT: monthly basis within 15 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 **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:

- 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: **MIRAFLOR 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