

**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. 2023-05-0060  
 DATE: 24-May-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 **31 May 2023, 10:00 a.m.**

for:   
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

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

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Supply and Delivery of Various Office Supplies for 2nd Quarter for CY 2023					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LOT ITEM	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	<b>Supply and Delivery of Various Office Supplies for 2nd Quarter for CY 2023</b>					
	<b>LOT 1</b>			<b>P373,214.00</b>		
1.	AIR FRESHENER, Aerosol type, 150g	80	can			
2.	ALCOHOL, Ethyl, 500 mL	250	bottle			
3.	BALLPEN, blue and black ballpoint	1000	piece			
4.	BATTERY, 9V (1pc per pack)	5	pack			
5.	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	60	pack			
6.	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	60	pack			
7.	BRISTOL BOARD, Colored, A4, 220gsm (500pcs/ream)	15	ream			
8.	CARBON FILM, A4, 100 sheets per box	10	box			
9.	CARBON FILM, Legal, 100 sheets per box	2	box			
10.	CLIP, backfold, 25mm	95	box			
11.	CLIP, backfold, 32mm	100	box			
12.	CLIP, backfold, 50mm	100	box			
13.	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	3	box			
14.	CORRECTION Fluid	6	piece			
15.	CORRECTION Pen	15	piece			
16.	CORRECTION TAPE, 8 meters	342	piece			
17.	CUTTER/UTILITY KNIFE, for general purpose	35	piece			
18.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	500	piece			
19.	DISINFECTANT SPRAY, Aerosol type, 400g	50	can			
20.	ENVELOPE, Documentary, A4, 500 pieces per box	4	box			

21.	ENVELOPE, Documentary, legal, 500 pieces per box	2	box			
22.	ENVELOPE, Expanding, Kraft, 100 pieces per box	5	box			
23.	FASTENER, metal, non-sharp edges, 50 sets per box	80	box			
24.	FLASH DRIVE, 16GB with individual lace	60	piece			
25.	FOLDER, File Magazine Stand, Box type with cover size: 16" x 10 1/2" x 6"	60	piece			
26.	FURNITURE CLEANER, Aerosol type, 300mL	60	can			
27.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	pack			
28.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	pack			
29.	INK, for stamp pad, 50mL	50	bottle			
30.	INSECTICIDE, 600mL Aerosol type	100	can			
31.	MARKER, Flourescent, 3 colors per set	90	set			
32.	MARKER, Permanent, Black and Blue	150	piece			
33.	MARKER, Whiteboard, Black and Blue	150	piece			
34.	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	275	pad			
35.	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	120	pad			
36.	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100	pad			
37.	NOTEBOOK, stenographer 40 leaves	69	piece			
38.	PAPER CLIP, vinly/plastic coated, 33mm	115	box			
39.	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	115	box			
40.	PAPER, Board Special (10s/pack) 220gsm Vellum/White	100	pack			
41.	PAPER, Photo High Gloss A4, (20s/pack) 210gsm	60	pack			
42.	PENCIL, lead/graphite, with eraser, one (1) dozen per box	47	box			
43.	RECORD BOOK, 500 pages	50	book			
44.	RUBBER BAND No. 18, 350g Big	31	box			
45.	RUBBER BAND, No. 16 Multicolor, 50gms Small	15	box			
46.	RULER, Plastic, 12"	50	piece			
47.	SCISSORS, symmetrical or asymmetrical 210mm	50	pair			
48.	SIGN PEN, Black and Blue, Needle Point (0.5mm & 0.7mm)	300	piece			
49.	STAMP PAD, felt	34	piece			
50.	STAPLE WIRE, heavy duty (binder type), 23/13	60	box			
51.	STAPLE WIRE, standard No. 35 26/6	150	box			
52.	STAPLER, standard type with satple wire remover	50	piece			
53.	STICKER PAPER, A4 (500pcs/ream) for Inkjet Printer	9	ream			
54.	STORAGE BOX, Peerless, Class A size: 24" x 15" x 10"	200	piece			
55.	TAPE, Masking, 24mm	50	roll			
56.	TAPE, Packaging, 48 mm	200	roll			



