

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. 2023-06-0075  
 DATE: 13-Jul-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 **20 July 2023, 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

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

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, as follows</b>					
1.	<b>PRINTER</b>	16	units	14,999.00		
	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)			per unit		
2.	<b>PORTABLE PRINTER</b>	1	unit	14,999.00		
	Print Method: Micro Piezo™ Printhead Print Speed: Draft, A4 (Black / Colour): Up to 14 ppm / 11 ppm *1ISO 24734, A4 Simplex (Black / Colour): Up to 7.0 ipm / 4.0 ipm *1 First Page Out Time from Ready Mode (Black / Colour): Approx. 15 sec / 26 sec *1 Photo Default: Approx. 76 sec per photo (with Border) *1 Approx. 95 sec per photo (Borderless) *1 Paper Handling: Number of Paper Trays:1 Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2) Maximum Paper Size:210 x 355.6mm (8.27 x 14") Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6", Envelopes: #10, DL, C6 Paper Feed Method: Friction feed Print Margin:(with Border) 3mm top, left, right, bottom			per unit		
3.	<b>AVR</b>	20	units	700.00		
	Power Output: 500 W Ports: 1 x 110 volts (for Cellphone Charger Only) Ports: 3 x 220 volts (for Desktop Computer, TV's below 24" and Devices) Safety Standards: FCC, CB, CCC, TUV, CS, C-stick, EMI, EMC, S-Intertek, CPT-AB15			per unit		
4.	<b>WEBCAM</b>	2	units	15,000.00		
	Full HD Webcam 1080p HD External USB camera for Desktop or Laptop 360 Degree rotation autofocus, PC or MAC Color: Black			per unit		

5.	<b>EXTERNAL HARD DRIVE 2TB</b>	2	units	6,000.00		
	2TB USB 3.0 plug-and-play with no bulky power supply adapters Protect your data with easy flexible backups			per unit		
6.	<b>EXTERNAL HARD DRIVE 2TB</b>	2	units	5,000.00		
	2TB USB 3.0 plug-and-play with no bulky power supply adapters Protect your data with easy flexible backups			per unit		
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					

**GENERAL CONDITIONS**

1. Entries must be typewritten / if handwritten, it must be clear and legible;
2. Bidders must submit certificate of PHILGEPS Registration;
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. 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.
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
9. Price quoted/ submitted on the deadline shall be considered as final and unalterable;
10. 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;
11. 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:** 30 calendar days upon receipt of PO/NTP

**TERMS OF PAYMENT:** Government Terms

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

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*Company Name*

\_\_\_\_\_

*Print Name and Signature of Authorized Representative*

\_\_\_\_\_

*Designation*

\_\_\_\_\_

*Company Tel./Fax/Mobile No.*

\_\_\_\_\_

*Date*