

**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. 2023-08-0097  
 DATE: 24-Aug-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 **01 September 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 Office Supplies for 3rd Quarter for CY 2023					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	<b>Supply and Delivery of Various Office Supplies for 3rd Quarter for CY 2023</b>					
	<b>LOT 1</b>			<b>P448,591.00</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	105	box			
11.	CLIP, backfold, 32mm	105	box			
12.	CLIP, backfold, 50mm	95	box			
13.	CORRECTION Fluid	6	piece			
14.	CORRECTION Pen	15	piece			
15.	CORRECTION TAPE, 8 meters	342	piece			
16.	CUTTER/UTILITY KNIFE, for general purpose	30	piece			
17.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	500	piece			
18.	DISINFECTANT SPRAY, Aerosol type, 400g	50	can			
19.	ENVELOPE, Documentary, A4, 500 pieces per box	4	box			
20.	ENVELOPE, Documentary, legal, 500 pieces per box	2	box			
21.	ENVELOPE, Expanding, Kraft, 100 pieces per box	5	box			
22.	ERASER, Felt for Blackboard/whiteboard	13	piece			

23.	ERASER, Plastic/Rubber	39	piece			
24.	FASTENER, metal, non-sharp edges, 50 sets per box	80	box			
25.	FLASH DRIVE, 16GB with individual lace	60	piece			
26.	FOLDER, File Magazine Stand, Box type with cover size: 16" x 10 1/2" x 6"	60	piece			
27.	FOLDER, Presentation, A4 size (50pcs/pack)	2	pack			
28.	FOLDER, Presentation, Legal size (50pcs/pack)	5	pack			
29.	FOLDER, Pressboard, A4 (100 pieces per box )	5	box			
30.	FOLDER, Pressboard, Legal (100 pieces per box )	5	box			
31.	FOLDER, Tagboard, A4 size (100pcs/pack)	6	pack			
32.	FOLDER, Tagboard, Legal size (100pcs/pack)	10	pack			
32.	FURNITURE CLEANER, Aerosol type, 300mL	60	can			
33.	GLUE, All-Purpose, 200grams	52	jar			
34.	ILLUSTRATION BOARD, 762 X 1016mm, 2Ply	10	piece			
35.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	pack			
36.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	pack			
37.	INDEX TAB, Self-adhesive, transparent, 5sets per box	50	box			
38.	INK, for stamp pad, 50mL	50	bottle			
39.	INSECTICIDE, 600mL Aerosol type	100	can			
40.	MARKER, Flourescent, 3 colors per set	90	set			
41.	MARKER, Permanent, Black and Blue, bullet type	150	piece			
42.	MARKER, Whiteboard, Black and Blue, bullet type	150	piece			
43.	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	270	pad			
44.	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	100	pad			
45.	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100	pad			
46.	NOTEBOOK, stenographer 40 leaves	85	piece			
47.	PAPER CLIP, vinly/plastic coated, 33mm	115	box			
48.	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	155	box			
49.	PAPER, Board Special (10s/pack) 220gsm Vellum/White	100	pack			
50.	PAPER, Photo High Gloss A4, (20s/pack) 210gsm	60	pack			
51.	PASTE, Ordinary 200gms	30	jar			
52.	PENCIL SHARPENER, Manual, single cutter head	8	piece			
53.	PENCIL, lead/graphite, with eraser, one (1) dozen per box	61	box			
54.	RECORD BOOK, 300 pages	36	book			
55.	RECORD BOOK, 500 pages	50	book			
56.	RUBBER BAND No. 18, 350g Big	33	box			
57.	RUBBER BAND, No. 16 Multicolor, 50gms Small	15	box			
58.	RULER, Plastic, 12"	50	piece			
59.	RULER, Plastic, 450mm	15	piece			
60.	SCISSORS, symmetrical or asymmetrical 210mm	60	pair			
61.	SIGN PEN, Black and Blue, Needle Point (0.5mm & 0.7mm)	350	piece			
62.	STAMP PAD, felt	36	piece			
63.	STAPLE WIRE, standard No. 35 26/6	150	box			
64.	STAPLER, standard type with satple wire remover	60	piece			
65.	STICKER PAPER, A4 (500pcs/ream) for Inkjet Printer	9	ream			
66.	STORAGE BOX, Peerless, Class A size: 24" x 15" x 10"	200	piece			
67.	TAPE DISPENSER, 1" width Table Top	18	piece			
68.	TAPE, Masking, 24mm	75	roll			
69.	TAPE, Packaging, 48 mm	250	roll			
70.	TAPE, Transparent, 24mm	265	roll			

