

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. 2023-11-0126
 DATE: 21-Nov-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 **28 November 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 4th 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)
Supply and Delivery of Various Office Supplies for 4th Quarter for CY 2023						
LOT 1					P369,525.00	
1.	ALCOHOL, Ethyl, 500 mL	150	bottle			
2.	BALLPEN, blue and black ballpoint	1000	piece			
3.	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	120	pack			
4.	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	120	pack			
5.	BRISTOL BOARD, Colored, A4, 220gsm (500pcs/ream)	15	ream			
6.	CARBON FILM, A4, 100 sheets per box	10	box			
7.	CARBON FILM, Legal, 100 sheets per box	2	box			
8.	CLIP, backfold, 32mm	100	box			
9.	CORRECTION Pen	10	piece			
10.	CORRECTION TAPE, 12m	250	piece			
11.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	850	piece			
12.	DISINFECTANT SPRAY, Aerosol type, 400g	100	can			
13.	ENVELOPE, Documentary, A4, 500 pieces per box	5	box			
14.	FASTENER, metal, non-sharp edges, 50 sets per box	50	box			
15.	FLASH DRIVE, 16GB with individual lace	60	piece			
16.	FOLDER, File Magazine Stand, Box type with cover size: 16" x 10 1/2" x 6"	100	piece			
17.	GLUE, All-Purpose, 200grams	50	jar			
18.	INK, for stamp pad, 50mL	50	bottle			
19.	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	100	pad			
20.	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	100	pad			
21.	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100	pad			
22.	PAPER, Board Special (10s/pack) 220gsm Vellum/White	100	pack			
23.	PAPER, Photo High Gloss A4, (20s/pack) 210gsm	100	pack			
24.	RECORD BOOK, 300 pages	50	book			
25.	RECORD BOOK, 500 pages	50	book			
26.	RUBBER BAND No. 18, 350g Big	30	box			
27.	RUBBER BAND, No. 16 Multicolor, 50gms Small	15	box			
28.	RULER, Plastic, 12"	50	piece			
29.	SCISSORS, symmetrical or asymmetrical 210mm	60	pair			

