**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. 2024-01-0001 DATE 31-Jan-24

## **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>8 February 2024</u>, <u>10:00 a.m.</u>

	LE F. PIZARRA
Supply Off	

3 February 2024, 10:00 a.m.
Engr. GERARDO S. GATCHALIAN
Engr. GERARDO S. GATCHALIAN
OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Ninety-five (95) pcs Plaque of Recognition					DEALER'S/SUPPLIER'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 Ninety-five (95) pcs Plaque of Recognition	1	lot	₽285,000.00		
	Made of acrylic clear with color blue lining					
	size: 9" x 6" x 3/8 thickness					
	Solid black acrylic base 3/8 thickness with printing as per sample and design					
	LED Light					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Business Tax Return					
	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: <u>procurement@owwe.gov.ph</u>					
	ONDITIONS ist be typewritten / if handwritten, it must be clear and legible; wet avkrait endfined of DHU CERS Registration;					

Bidders must submit certificate of Philders Registration, Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);

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. Item/s delivered must have warranties for unit replacements, parts, labor or other services;

Item/s delivered must have warranties for unit replacements, parts, labor or one services, Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC); Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; 6

8

Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered; Price quoted/ submitted on the deadline shall be considered as final and unalterable;

9

The quoteer submittee of the dealine shall be declined in the and distributed.
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;
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

o the affected bidder or bidders 

DELIVERY: 45 calendar days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

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

## SAMPLE ONLY



**Overseas Workers Welfare Administration** 

**Present this** 

LOYALTY AWARD

to

## MR. RON LIONEL M. BARTOLOME

For having rendered dedicated service in the past 35 years to the agency. His unselfish dedication to duty has contributed in the prompt delivery of OWWA services to the public

> Given in the City of Pasay, In the year of our Lord Two Thousand and Twenty-Three

> > ARNALDO A. IGNACIO Administrator

with Admin's Signature

TECHNICAL SPECS:

Made of acrylic w/ color blue lining

Size: 9"x6"x3/8 thickness

Solid black base 3/8 thickness w/ printing as per sample design

LED light

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