# Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bidg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

P.R. No. 2024-02-0007 DATE: 2-Feb-24

#### REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

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 12 February 2024, 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA

	OJECT TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery of Newspapers Subscription bloids and broadsheets) for the period of March to December 2024					DEALER'S/SUPPLIER'S OFFER		
TEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)		
1.	Supply and Delivery of Newspapers (tabloids and broadsheets subscription)	1	lot	P 505,000.00				
	Philippine Daily Inquirer	5584	pcs					
	Philippine Star	3622	pcs					
	Manila Bulletin	2968	pcs					
	Manila Standard Today	786	pcs					
	Manila Times	830	pcs					
	Malaya	436	pcs					
	Daily Tribune	612	pcs					
	Business Mirror	830	pcs					
	Abante	612	pcs					
	Abante Tonite	918	pcs	-				
	Bulgar	612	pcs					
	Tempo	830	pcs	-				
	Peoples Tonight	612	pcs	-				
	Peoples Journal	612 830	pcs					
	Pilipino Star Ngayon	612	pcs	-				
-	Hataw Pilipino Mirror	612	pcs	<del> </del>				
	Saksi	436	pcs					
	Police Files	612	pcs					
	(Please see attached Terms of Reference and Distribution List)  Additional Documentary Requirements must be submitted upon							
	submission of offer:							
	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@owwa.gov.ph</u>							
Entries Bidders Bidders Bidders All quotient the following Bidders All quotient the following Bidders	CONDITIONS  must be typewritten / if handwritten, it must be clear and legible; must submit certificate of PHILGEPS Registration; must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); ation can be submitted through the following means: a) in a SEALED Et lowing: Bidder's Company Name PHILGEPS Reference No. Project TitlerName PR No. letivered must have warranties for unit replacements, parts, labor or oth prices must be inclusive of taxes and shall not exceed the Approved Bu al/Bud modifications submitted without signature of the authorized signatory sha libid modifications submitted beyond the scheduled deadline shall not subcet's submitted on the deadline shall be considered as final and unafter non-discretionary/non-discriminatory selection criteria as tie-breaking m and Responsive Bidder (LCRB) in accordance with GPPB Circular No. WWA reserves the right to accept or reject any bid, to annul the bidding	er services; dget for the Il not be acc be considere rable; ethod in cas 06-2005;	Contract (A epted; ed; se of two or	.BC); more bidders determ	nined and declared a	as the Lowest		

DELIVERY: immediately upon receipt of Contract/NTP

TERMS OF PAYMENT: monthly basis within 15 days upon receipt of Statement of Account (SOA) with original Delivery Receipt (DR)

PRICE VALIDITY: 60 days from date of quotation/proposal

	Company Name
Print Nam	e and Signature of Authorized Representative
	Designation
Com	pany Tel./Fax/Mobile No.

# OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg. 7th St. cor. Harrison St., Pasay City

# NEWSPAPER SUBSCRIPTION (MARCH TO DECEMBER 2024)

LOCAL NEWSPAPERS	FREQUENCY	QTY	UNIT PRICE	NO. OF DAYS	AMOUNT
Philippine Daily Inquirer	Mon-Fri	24		218	
	Saturday	4		44	
	Sunday	4		44	
Philippine Star	Mon-Fri	15		218	
	Saturday	4		44	
	Sunday	4		44	
Manila Bulletin	Mon-Fri	12		218	
	Saturday	4		44	
	Sunday	4		44	-
Manila Standard	Mon-Sat	3		262	
Manila Times	Mon-Sun	2		306	
Manila Times	Mon-Fri	1		218	
Malaya	Mon-Fri	2		218	
Daily Tribune	Mon-Sun	2		306	
Business Mirror	Mon-Sun	2		306	
Business Mirror	Mon-Fri	1		218	
Abante	Mon-Sun	2		306	Village
Abante Tonite	Mon-Sun	3		306	
Bulgar	Mon-Sun	2		306	
Tempo	Mon-Sun	2		306	
Tempo	Mon-Fri	1		218	The state of the s
Peoples Tonight	Mon-Sun	2		306	
Peoples Journal	Mon-Sun	2		306	
Pilipino Star Ngayon	Mon-Sun	2		306	
Pilipino Star Ngayon	Mon-Fri	1		218	
Hataw	Mon-Sun	2		306	
Pilipino Mirror	Mon-Sun	2		306	
Saksi	Mon-Sun	2		218	
Police Files TONITE	Mon-Sun	2	=	306	

	TOTAL	
Company Name		
Print Name and Signature of Authorized Representativ	/e	
Designation		
Company Tel./Fax/Mobile No.		

#### **TERMS OF REFERENCE**

### SUPPLY AND DELIVERY OF NEWSPAPERS TO THE OVERSEAS WORKERS WELFARE ADMINISTRATION

#### I. SCOPE

This bid represents the requirements of the Overseas Workers Welfare Administration (OWWA) for the delivery of daily newspapers. The contract will be from the period of **March 1, 2024 to December 31, 2024**.

#### II. QUANTITY

The number of newspapers to be delivered for the duration of the contract is approximately **22,966**. In some cases, the quantity may increase e.g. when the management requests for additional copy, etc. Price changes will only be allowed when a publisher's price has increased. Proof regarding this increase must be provided.

#### III. DELIVERY OF SERVICES.

Newspapers must be delivered **before 5:30 A.M.** every morning (**Saturdays; Sundays including Public Holidays**).

The successful bidder must count, check, sign and register the newspapers supplied with the agency's security personnel by providing the copy of delivery receipt to ensure that the correct quantities are delivered. The successful bidder must provide the name and contact details of the person who will be responsible for newspaper delivery.

### IV. GENERAL REQUIREMENT

The bidder must have a proven experience in the supply and delivery of newspapers, thus must supply the following:

- Detailed information on experience and number of years in the supply and delivery of newspapers;
- b. Comprehensive list of clients in the supply and delivery of newspapers for the past five (5) years with their respective contact details and;
- c. The supplier should be duly registered with PHILGEPS.

#### V. BUDGETARY REQUIREMENT

The approved budget for the supply and delivery of newspaper is Php505,000.00.

## VI. TERMS OF PAYMENT

OWWA shall pay the successful bidder on a monthly basis, fifteen (15) days upon receipt of statement of account together with the original delivery receipt.

Prepared by:	Recommending Approval:
LIANNE DIMINIQUE S. HIDALGO OWWO III Advocacy and Social Marketing Division	EMMA V. SINCLAIR  Deputy Administrator  For Administration & Fund Management
Approval:	
ARNA	Administrator
Date:	
Certified Funds Availability:	
MARIA GIEZU T. LANUZA OIC, ACOUNTING DIVISION 11.	
Amount: \$505,000.00	-
March 1- December 31,2024	DBN:2024-01-120

Item	Qty	UM	DESCRIPTION								
	22,966	pcs		Mar - Decembe	r 2024						
			(tabloids and broadsheets		Number	Total	Total nun	nber of			
			subscription)		of pcs.	number	newspap	er for			
					Per day	of days	the ye	ear			
	5584	pcs	Philippine Daily Inquirer	Monday to Friday	24	218	5232	pcs			
				Saturday	4	44	176	pcs			
				Sunday	4	44	176	pcs			
	3622	pcs	Philippine Star	Monday to Friday	15	218	3270	pcs			
				Saturday	4	44	176	pcs			
	-			Sunday	4	44	176	pcs			
	2968	pcs	Manila Bulletin	Monday to Friday	12	218	2616	pcs			
				Saturday	4	44	176	pcs			
				Sunday	4	44	176	pcs			
	786	pcs	Manila Standard	Monday to Sat	3	262	786	pcs			
of the Warter	830	pcs	Manila Times	Monday to Sunday	2	306	612	pcs			
			Manila Times	Monday to Friday	1	218	218	pcs			
	436	pcs	Malaya	Monday to Friday	2	218	436	pcs			
	612	pcs	Daily Tribune	Monday to Sunday	2	306	612	pcs			
	830	pcs	Business Mirror	Monday to Sunday	2	306	612	pcs			
			Business Mirror	Monday to Friday	1	218	218	pcs			
	612	pcs	Abante	Monday to Sunday	2	306	612	pcs			
	918	pcs	Abante Tonite	Monday to Sunday	3	306	918	pcs			
	612	pcs	Bulgar	Monday to Sunday	2	306	612	pcs			
	830	pcs	Tempo	Monday to Sunday	2	306	612	pcs			
			Tempo	Monday to Friday	1	218	218	pcs			
	612	pcs	Peoples Tonight	Monday to Sunday	2	306	612	pcs			
	612	pcs	Peoples Journal	Monday to Sunday	2	306	612	pcs			
	830	pcs	Pilipino Star Ngayon	Monday to Sunday	2	306	612	pcs			
			Pilipino Star Ngayon	Monday to Friday	1	218	218	pcs			
	612	pcs	Hataw	Monday to Sunday	2	306	612	pcs			
	612	pcs	Pilipino Mirror	Monday to Sunday	2	306	612	pcs			
	436	pcs	Saksi	Monday to Friday	2	218	436	pcs			
	612	pcs	Police Files	Monday to Sunday	2	306	612	pcs			
			TOTAL				22,966	pcs			

Prepared by:

Anthony Buendia OWWO II

Noted by:

LIAMPE DOMINIQUE S. HIDALGO