



**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	
Abante Tonight	Mon-Sun	3		306	
Bulgar	Mon-Sun	2		306	
Tempo	Mon-Sun	2		306	
Tempo	Mon-Fri	1		218	
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 Representative*

\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Company Tel./Fax/Mobile No.*

\_\_\_\_\_  
*Date*

## 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:




- a. 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**

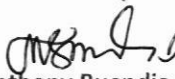
OWWA shall pay the successful bidder on a monthly basis, fifteen (15) days upon receipt of statement of account together with the original delivery receipt.

<p>Prepared by:</p>  <p><b>LIANNE DOMINIQUE S. HIDALGO</b> OWWO III Advocacy and Social Marketing Division</p>	<p>Recommending Approval:</p>  <p><b>EMMA V. SINCLAIR</b> Deputy Administrator <i>HSM</i> For Administration &amp; Fund Management</p>
<p>Approval:</p>  <p><b>ARNALDO A. IGNACIO</b> Administrator <i>AI</i></p> <p>Date: _____</p>	
<p>Certified Funds Availability:</p> <p><i>Plan</i> <b>MARIA GIEZU T. LANUZA</b> OIC, ACCOUNTING DIVISION <i>MG</i> Amount: ₱ 505,000.00 March 1- December 31, 2024</p>	

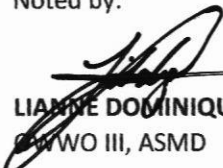
DBN: 2024-01-120

Item	Qty	UM	DESCRIPTION				
	<b>22,966</b>	<b>pcs</b>	<b>Mar - December 2024</b>				
			(tabloids and broadsheets subscription)		Number of pcs. Per day	Total number of days	Total number of newspaper for the year
	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
	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
			<b>TOTAL</b>				<b>22,966 pcs</b>

Prepared by:

  
 Anthony Buendia  
 OWWO II

Noted by:

  
 LIAMNE DOMINIQUE S. HIDALGO  
 OWWO III, ASMD