

**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. 2024-02-0010  
 DATE: 13-Feb-24

**REQUEST FOR QUOTATION / PROPOSAL**

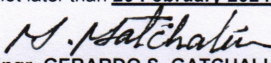
COMPANY NAME:

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 **20 February 2024, 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

  
**Engr. GERARDO S. GATCHALIAN**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Printing and Delivery of OWWA Letterhead and Mailing Envelope with Logo					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	One (1) Lot - Printing and Delivery of OWWA Letterhead and Mailing Envelope with Logo			₱ 600,000.00		
	<b>1. Letterhead with Logo</b>					
	Book Paper No. 60	100	reams			
	Conqueror Laid - Ivory or similar color, 90gsm	100	reams			
	<i>Specifications:</i>					
	size: A4					
	print: Full Color					
	pages: 1 side print @ 500's/ream					
	process: Offset Printing					
	Layout Supplied					
	<b>2. Mailing Envelope with Logo</b>					
	Book Paper No. 60	60	boxes			
	Conqueror Laid - Ivory or similar color, 90gsm	60	boxes			
	<i>Specifications:</i>					
	size: 4" x 9.5" - FS / 9.5" x 16" - SS					
	print: Full Color					
	pages: 1 side print @ 500's/box					
	process: With Die Cutting/Pasting					
	Layout Supplied					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					





Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**



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OWWA Center, 7th St. cor. F.B. Harrison St., Pasay City 1300, Philippines  
Tel. No.: 8891-7601 to 24 || 24/7 Operation Center 8804-0638; 8551-1560 || Hotline 1348 || [www.owwa.gov.ph](http://www.owwa.gov.ph)



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