### Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OVERSEAS TO SERVICE STREET STREET

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

	OJECT TITLE/NAME: Proposal for One (1) Lot - Printing and Delivery of OWWA Letterhead and Mailing velope with Logo					DEALER'S/SUPPLIER'S OFFER	
TEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST	
	One (1) Lot - Printing and Delivery of OWWA Letterhead and Mailing Envelope with Logo			₱ 600,000.00			
	1. Letterhead with Logo						
	Book Paper No. 60	100	reams				
	Conqueror Laid - Ivory or similar color, 90gsm	100	reams				
	Specifications:						
	size: A4						
	print: Full Color						
	pages: 1 side print @ 500's/ream						
	process: Offset Printing						
	Layout Supplied						
	2. Mailing Envelope with Logo						
	Book Paper No. 60	60	boxes				
	Conqueror Laid - Ivory or similar color, 90gsm	60	boxes				
	Specifications:						
	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						
	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:  procurement@owwa.gov.ph						

#### GENERAL CONDITIONS

- 1. Entries must be typewritten / if handwritten, it must be clear and legible;
- 2. Bidders must submit certificate of PHILGEPS Registration;
- 3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- 4. 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.

- 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- 9. Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- 10. 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;
- 11. 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 to the affected bidder or bidders.

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DELIVERY: 30 calendar days upon approval of final layout	
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



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



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



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