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. 2024-03-0031 DATE: 13-Mar-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 March 2024 @ 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer

Engri GERARDO S. GATCHALIAN OIC, PPMD

ROJECT TI	TLE/NAME: Proposal for the Supply and Delivery of Various Office	Supplies for	or 1st Quart	erter for CY 2024	DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LOT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	Supply and Delivery of Various Office Supplies for 1st Quarter for CY 2024					
	LOT1			₱323,020.00		
1.	BALLPEN, blue and black, ballpoint	5000	piece			
2.	BATTERY, 9V	5	pack			
3.	BATTERY, dry cell, AA, 2pcs/pack	90	pack			
4.	BATTERY, dry cell, AAA, 2pcs/pack	90	pack			
5.	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	20	tube			
6.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	15	ream			
7.	CARBON FILM, Legal	2	pack			
8.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	105	box			
9.	CORRECTION PEN, metal tip, 12ml	24	piece			
10.	CUTTER KNIFE, heavy duty	30	piece			
11.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	555	piece			
12.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	120	can			
13.	ENVELOPE, Documentary, A4, 500 pieces per box	6	box			
14.	FASTENER, metal, non-sharp edges, 50 sets per box	50	box			
15.	FLASH DRIVE, 16 GB capacity	55	piece			
16.	FOLDER, FILE MAGAZINE STAND, box type with cover 16" x 10 1/2" x 6"	60	piece			
17.	FOLDER, TAGBOARD, A4 (100pcs/pack)	10	pack			
18.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	pacl			
19.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	pack			
20.	INK, for stamp pad, 50mL	50	bottle			
21.	INSECTICIDE, 600mL Aerosol type	90	can			
22.	MARKER, Permanent, Black and Blue, bullet type	120	piece			
23.	MARKER, Whiteboard, Black and Blue, bullet type	60	piece			
24.	AND CONTRACTOR OF THE PROPERTY	200	pad			
25.	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	120	100			
-2001	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	100	pad			
26.	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100				
27.	PAPER, Board Special (10s/pack) 220gsm Vellum/White		pack			
28.	PAPER, Photo High Gloss A4, (20s/pack) 210gsm RECORD BOOK, 500 pages	30	pack book			

30.	SCISSORS, symmetrical or asymmetrical 210mm	60	pair		
31.	SIGN PEN, Black and Blue, Needle Point (0.5mm & 0.7mm)	400	piece		
32.	STAPLE WIRE, standard No. 35 26/6	150	box		
33.	STAPLE WIRE, 23/13	30	box		
34.	NOTEBOOK, stenographer 40 leaves	150	piece		
35.	STICKER PAPER, A4 (500pcs/ream) for Inkjet Printer	9	ream		
36.	STORAGE BOX, Peerless, Class A size: 24" x 15" x 10"	200	piece		
37.	TAPE, Masking, 24mm	75	roll		
38.	TAPE, Packaging, 48 mm	250	roll		
	LOT 2			P170,000.00	
1.	PAPER, MULTIPURPOSE A4, 500 sheets per ream, 70GSM	600	ream		
2.	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream, 70GSM	400	ream		
	Additional Documentary Requirements must be submitted upon submission of offer:				
	1. PhilGEPS Certificate or PhilGEPS Registration Number				
	2. Mayor's / Business Permit				
	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@ownva.gov.ph				

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
 Bidders must submit certificate of PHILGEPS Registration;

- 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:

 1. Elidade Company Name

 1. Elidade Company Name

Project Title/Name

- 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;

- 7. 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.

DELIVERY: 60 calendar days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

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