## 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. 2024-03-0032 DATE: 19-Apr-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 26 April 2024 @ 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer



	TLE/NAME: Rebidding for the Supply and Delivery of Various Const Y 2024 (LOT 1 - EPSON and CANON)	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 Consumables (Branded and Original) for 1st Quarter for CY 2024					
	LOT 1 (EPSON AND CANON)			P215,840.00		
1.	Ink Cart, CANON PG-810, Black	25	cart			
2.	Ink Cart, CANON CL-811, Colored	15	cart			
3.	Ink Cart, CANON IX6770 CLI750, BLACK	10	cart			
4.	Ink Cart, CANON PIXMA G4010, GI-790, Black	9	cart			
5.	Ink Cart, CANON PIXMA G4010, GI-790, Cyan	6	cart			
6.	Ink Cart, CANON PIXMA G4010, GI-790, Yellow	6	cart			
7.	Ink Cart, CANON PIXMA G4010, GI -790, Magenta	6	cart			
8.	Ink Cart, EPSON L3110/L5190, (003), Black	60	cart			
9.	Ink Cart, EPSON L3110/L5190, (003), Cyan	60	cart			
10.	Ink Cart, EPSON L3110/L5190, (003), Magenta	60	cart			
11.	Ink Cart, EPSON L3110/L5190, (003), Yellow	60	cart			
12.	Ink Cart, EPSON L6160/L4160/L6170, C13TO3Y100, Black (001)	20	cart			
13.	Ink Cart, EPSON L6160/L4160/L6170, C13TO3Y200, Cyan (001)	20	cart			
		20				
14.	Ink Cart, EPSON L6160/L4160/L6170, C13TO3Y300, Magenta (001)		cart			
15.	Ink Cart, EPSON L6160/L4160/L6170, C13TO3Y400, Yellow (001)	20	cart			
16.	Ink Cart, EPSON T289, Black	3	cart			
17.	Ink Cart, EPSON T290, Tri-Color	3	cart			
18.	Ink Cart, EPSON WORKFORCE WF-3721, C13T349190, Black	9	cart			
19.	Ink Cart, EPSON WORKFORCE WF-3721, C13T349290, Cyan	6	cart			
20.	Ink Cart, EPSON WORKFORCE WF-3721, C13T349390, Magenta	6	cart			
21.	Ink Cart, EPSON WORKFORCE WF-3721, C13T349490, Yellow	6	cart			
22.	Ribbon Cart, EPSON S015639/S015634 LQ-310	12	cart			
	Note:					
	Bidders should be within Metro Manila area only.					
	All items and packaging must be Branded and Original products.					
	For consumables with "Manufacturing Date" or "Production date" or other similar label, the date indicated should be at least of 3rd Quarter of CY 2023.					
	Inks with "Warranty Ends" or "Best Before" or "Install Before" and/or other similar label, should be at least within the 1st Quarter of CY 2025 or beyond.					

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@owwa.gov.ph	-		

## GENERAL CONDITIONS

- 1. Entries must be typewritten / if handwritten, it must be clear and legible;
- 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;
- 8. 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;

DELIVERY: 60 calendar days upon receipt of PO/NTP

- 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.

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