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. 2024-04-0050

2024-04-0051

DATE: 22-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 30 April 2024 @ 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer

ROJECT	JECT TITLE/NAME: Proposal for Supply and Delivery of Various Office Equipment					DEALER'S/SUPPLIER'S OFFER	
TEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)	
	Supply and Delivery of Various Office Equipment, as follows:						
	LOT 1 - (CY 2024 BUDGET)						
1.	HEAVY DUTY PAPER SHREDDER	1	unit	P 100,000.00			
2.	HEAVY DUTY PAPER SHREDDER	5	units	P 45,000.00			
				per un	it		
3.	DIGITAL PROJECTOR	1	unit	P 24,495.00			
	LOT 2 - (CY 2023 BUDGET)						
1.	MONEY COUNTER	2	units	P 18,000.00			
				per un	it		
2.	MONEY DETECTOR	1	unit	P 1,000.00			
3.	PAPER SHREDDER	1	unit	P 10,000.00			
	(Please see attached Technical Specifications)						
	Note: Indicate model/brand on your bid proposal						
	Additional Documentary Requirements must be submitted upon submission of offer:						
	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						

Date

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;
- 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: 30 days upon receipt of PO/NTP

- 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.

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.

TECHNICAL SPECIFICATIONS OF VARIOUS OFFICE EQUIPMENT

LOT 1- (CY 2024 SEMI-EXPENDABLES)

UNIT/DIVISION	ITEM DESCRIPTION	AMOUNT	QTY
MPC (1)	1. HEAVY DUTY PAPER SHREDDER Feed width: 310 mm Shred capacity A4 70 gsm: 25-27 sheets Shred capacity A4 80 gsm: 24-26 sheets Shred size: 4 x 40 mm Security Level: P-4, F-1, O-3, T-4, E-3 Operation: Electronics Shred speed: 4.7 m/min Waste volume: 140 liters db (A) when idle: 52 db Motor: 900 watts Voltage: 230 V with warranty	100,000.00 / unit	1 unit
ODA-AFM (1) / ODA-OPERATIONS (1) / LEGAL (1) / BUDGET (1) / INTERNAL AUDIT (1)	2. HEAVY DUTY PAPER SHREDDER • Feed width: 220 mm • Shred capacity A4 80 gsm: 14-300 sheets • Shred size: 4 x 15 mm • Security Level: P-4/F-1/O-3/T-4/E-3 • Operation: Electronics • Shred speed: 2.5 m/min • Waste volume: 40 liters • db (A) when idle: 60 db (A) • Motor: 650 watts • Voltage: 230 V • with warranty	45,000.00 / unit	5 units
INTERNAL AUDIT (1)	 3. DIGITAL PROJECTOR Projection Technology: RGB liquid crystal shutter projection system (3LCD) White Light Output (Normal/Eco): 3,600 lm Colour Light Output: 3,600 lm USB Interface: USB Type B: 1 (For Firmware Update, Copy OSD Settings) Analog Input: D-sub 15pin: 1 Digital Input: HDMI: 1 With Warranty 	24,495.00 / unit	1 unit

LOT 2- (CY 2023 SEMI-EXPENDABLES)

UNIT/DIVISION	UNIT/DIVISION ITEM DESCRIPTION		QTY
CASH DIVISION (2)	1. MONEY COUNTER Counting Speed: 1000pcs/min Banknote Size: max. 90x175mm, min.50x100mm With voice activation Single Currency Function With batching, adding and self-examination functions; automatic half-note detection Power Supply: 110V/220V, 60Hz/50Hz Power Consumption: 60W	18,000.00 / unit	2 units
CASH DIVISION (1)	2. MONEY DETECTOR • UV Counterfeit Money Detector • With powerful UV LED light • Identifies UV security features in banknotes, Automatic on/off sensor to save energy • Optional rechargeable battery inside for portability • Verifies banknotes, cheques, passports, credit cards, etc.		1 unit
CASH DIVISION (1)	 3. PAPER SHREDDER Basket type: wastebasket/pivoting head Bin capacity: 22 Can shred: Staples, Credit cards, Paper clips Cut size: 4 x 40 mm Cut type: Cross-cut DIN Level - Paper: P-4 Run Time (minutes): Up to 6 Sheet capacity: 10 Shreds per Page: 390 Average Shred Speed (mpm): 4 	10,000.00	1 unit