

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. 2024-05-0061
 DATE: 13-May-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 21 May 2024 @ 10:00 a.m.


 Engr. GERARDO S. GATCHALIAN
 SAO, PPMD


 NMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for Lease of Warehouse Space for OWWA Central Office					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
1.	Lease of Warehouse Space for OWWA Central Office	1	lot	₱ 2,000,000.00		
	(Please see attached Terms of Reference)					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income Tax Return (latest)					
	4. If the bidder is an authorized Representative, please attached Special Power of Attorney (SPA) or Secretary's Certificate					
	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; 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; 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: twelve (12) months upon receipt of Contract/NTP

TERMS OF PAYMENT: Monthly billing

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

TERMS OF REFERENCE

TITLE	Lease of Warehouse Space for OWWA Central Office
I. RATIONALE	<p>The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems and procedure and to ensure viability of its fund.</p> <p>Incidental to its operations, it has become necessary to provide space for archived documents, unserviceable properties and equipment, furniture, and other government properties that cannot be immediately disposed.</p> <p>The Overseas Workers Welfare Administration (OWWA) has been renting a 530sqm. Warehouse located at 745 C.E. Rodriguez cor. EDSA, Pasay City at Php 108,416.00/monthly from lessor YBP Real Estate Corporation.</p>
II. COST BENEFIT ANALYSIS	<p>We are unable to find any government-owned property, hence as per requirement of RA 9148, OWWA must conduct a cost benefit analysis to justify that leasing from a private company is more efficient and economical to the government.</p> <p>We scouted and made actual inspection of other possible warehouse space in Pasay City Area (SSS Hongkong Plaza) – 654sqm, but we were not able to find any available publicly-owned warehouse for rent that suits our needs and is within our approved budget for CY 2024.</p>
III. TECHNICAL PARAMETERS FOR WAREHOUSE SPACE	<p>The warehouse must satisfy the following requirements:</p> <ol style="list-style-type: none"> 1. The total warehouse floor area must be at least 500 square meters 2. It is preferred that the warehouse is located within the Pasay City Area, preferably along F.B. Harrison or EDSA, Pasay City Area 3. Must have sufficient water and electrical service connection, with separate meters or sub-meters installed for billing of actual utilities consumption. 4. Must have area for parking of delivery vehicles that may load and unload at the warehouse 5. Must be immediately useable after Notice of Award 6. Must have toilet facility 7. Must be reasonably secured from pilferage
IV. PERIOD COVERED	<p>The lease shall be effective Twelve (12) Months and may be renewable on an annual basis under the same terms and condition of the original contract.</p>
V. REQUIRED ATTACHMENTS	<p>The Procuring entity must include the following:</p> <ol style="list-style-type: none"> 1. Rating system for the proposed property for lease as rated by the End-user 2. A Cost-Benefit Analysis of the chosen property as prepared by the End-user.

<p>VI. BILLING AND PAYMENT</p>	<p>The Lessor shall bill the procuring entity on a monthly basis after the month covered. Utilities such as lights and water may be billed separately. Payment shall be process within 15 working days from receipt of complete billing attachments as required for government accounting purposes.</p> <p>LESSOR reserves the right to assign and/or discount with any financial institution its receivables under this contract without prejudice to the right of the OWWA.</p> <p>If any condition or provision of this agreement is held invalid or declared to be contrary to law, the validity of the other conditions or provisions shall not be affected thereby.</p>
<p>VII. APPROVED BUDGET FOR THE CONTRACT</p>	<p>The Approved Budget for the contract is equal to TWO MILLION PESOS (Php2,000,000.00) for a period of Twelve (12) Months.</p> <p>The lease may be renewed on an annual basis subject to the provisions of RA 9184.</p>

Prepared By:

JUAN M. PARCO JR.

Officer-in-Charge

Engineering and General Services Division