# 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. 2024-05-0064

DATE: 14-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

NIMFAC. UNICA OIC, PPMD

PROJECT	ECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Furniture				DEALER'S/SUPPLIER'S OFFER		
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive	
1.	DIPLOMAT SAFE, 4-DRAWERS	1	lot	₱ 70,000.00			
2.	SOFA SET	1	set	₱ 100,000.00			
	(1 pc - 3 Seater, 2 pcs - 1 Seater, 1 pc - Center Table)						
3.	CONFERENCE TABLE	1	set	P 150,000.00			
	(8-Seater Conference Table, 8-units Conference Chair)						
	(Please see attached Technical Specifications)						
	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	-					

#### 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: within 30 days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name			
	nd Signature of Authorized Representative		
	Designation		
Compar	ny Tel./Fax/Mobile No.		
	Date		

## TECHNICAL SPECIFICATIONS OF VARIOUS OFFICE FURNITURES

### (CY 2024 CAPITAL OUTLAY)

NO. UN	UNIT/DIVISION	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BID OFFER	
					UNIT COST	TOTAL COST
1.	ROCS	DIPLOMAT SAFE, 4-DRAWERS  Seamlessly secures important file documents  Drawers can hold up to 50 kgs Each drawer is independently fire insulated when closed  Ability to allow selected drawers to be permanently Unlocked for general access With heavy duty slide rails Dimensions: 70W x 55D x 150H Weight: 268kgs	1 unit	70,000.00 Per unit		
2.	ROCS	SOFA SET  1 PC = 3 SEATER  • Material  Armrest Frame: Plywood, Polyurethane foam 2.0 lb/cu. ft., Particleboard, Solid wood, Fiberboard  Leg: Polypropylene  Coated fabric Parts: 100% polyurethane, 75% polyester, 25% cotton  Leather: Dyed through top-grain leather with a treated, embossed and pigmented surface Sofa Section frame: Plywood, Polyurethane foam 1.2 lb/cu. ft., Particleboard, Solid wood, Fiberboard  Seat cushion: high-resilience polyurethane foam (cold foam) 2.2 lb/cu. ft.  Back cushion: 30% cut polyurethane foam / 70% polyester fibers  Coated fabric parts: 100% polyurethane, 75% polyester, 25% cotton  Leather: Dyed through top-grain leather with a treated, embossed and pigmented surface  • Measurements  Height including back cushions: 80 cm (31 1/2")  Width: 241 cm (94 7/8")  Depth: 98 cm (38 5/8")  Height under furniture: 4 cm (1 5/8")  Armrest width: 15 cm (5 7/8")  Armrest width: 15 cm (25 5/8")  Seat width: 55 cm (21 5/8")  Seat depth: 55 cm (21 5/8")  Seat height: 45 cm (17 3/4")	1 set	100,000.00 set		
		Material     Supporting fabric: 100 % polypropylene     Coated fabric parts: 100 % polyurethane,     75 % polyester, 25 % cotton     Frame: Particleboard, Fiberboard,     Plywood, Polyurethane foam 1.5 lb/cu.ft.,     Laminated veneer lumber, Solid wood     Fixed seat: Polyurethane foam 2.0 lb/cu.ft.     Loose cushion: 50% cut polyurethane     foam/ 50% polyester fibers     Leg: Steel, Powder coating      Measurements     Width: 70 cm (27 1/2")     Depth: 73 cm (28 3/4")     Height: 75 cm (29 1/2")				

		Seat width: 57 cm (22 1/2") Seat depth: 46 cm (18 1/8") Seat height: 43 cm (16 7/8")  1 PC-CENTER TABLE Material Table top: Birch plywood, Oak veneer, Tinted clear acrylic lacquer, Birch veneer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer Shelf: Plywood, Oak veneer, Tinted clear acrylic lacquer, Birch veneer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer Leg/ Cross rail: Solid birch, Tinted clear acrylic lacquer Measurements Diameter: 80 cm (31 1/2") Height under furniture: 18 cm (7 1/8") Height: 42 cm (16 1/2") Max. load: 20 kg (44 lb) Max load/shelf: 10 kg (22 lb)			
3.	ROCS	CONFERENCE TABLE WITH CHAIRS (8-SEATER)  CONFERENCE TABLE 8-SEATER (1 UNIT)  • Features: Boat shaped conference table 2.4cm, Aluminum grommet for cable management, Floor levelers, D-nut metal to metal connection for durability and easy re- installation  • Color: 2-tone grey  • Material/ Description: 25 mm MPC laminated board, PU lamination on sides and modesty panel  • Dimensions (L x W x H): OVERALL: 240 x 120 x 75 cm  CONFERENCE CHAIR (8 UNITS)  • Features: pneumatic seat, synchro tilt, tension control  • Base Material: Polypropelyne, twin casters  • Coverings: Seat: Leatherette, back: Leatherette  • Colors: Black  • Dimensions (H x W x D): OVERALL: 110-119 X 69 X 53 CM SEAT: 57 X 52 X 53 CM BACK: 68 X 52 CM	1 set	150,000.00 set	

PRINT NAME AND SIGNATURE : \_\_\_\_\_

Note: Please attached picture for each item of your bid.

DESIGNATION : \_\_\_\_\_

COMPANY NAME : \_\_\_\_\_

DATE : \_\_\_\_\_