

**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

  
NIME C. UNICA  
 OIC, PPMD

PROJECT 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	P 70,000.00		
2.	SOFA SET	1	set	P 100,000.00		
	(1 pc - 3 Seater, 2 pcs - 1 Seater, - Center Table)	1 pc				
3.	CONFERENCE TABLE	1	set	P 150,000.00		
	(8-Seater Conference Table, 8-units Conference Chair)					
	<i>(Please see attached Technical Specifications)</i>					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					



**TECHNICAL SPECIFICATIONS OF VARIOUS OFFICE FURNITURES**

**(CY 2024 CAPITAL OUTLAY)**

ITEM NO.	UNIT/DIVISION	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BID OFFER	
					UNIT COST	TOTAL COST
1.	ROCS	<p><b>DIPLOMAT SAFE, 4-DRAWERS</b></p> <ul style="list-style-type: none"> <li>• Seamlessly secures important file documents</li> <li>• Drawers can hold up to 50 kgs</li> <li>• Each drawer is independently fire insulated when closed</li> <li>• Ability to allow selected drawers to be permanently</li> <li>• Unlocked for general access</li> <li>• With heavy duty slide rails</li> <li>• Dimensions: 70W x 55D x 150H</li> <li>• Weight: 268kgs</li> </ul>	1 unit	70,000.00 Per unit		
2.	ROCS	<p><b>SOFA SET</b></p> <p><b>1 PC – 3 SEATER</b></p> <ul style="list-style-type: none"> <li>• <b>Material</b>  <i>Armrest Frame:</i> Plywood, Polyurethane foam 2.0 lb/cu. ft., Particleboard, Solid wood, Fiberboard  <i>Leg:</i> Polypropylene  <i>Coated fabric Parts:</i> 100% polyurethane, 75% polyester, 25% cotton  <i>Leather:</i> Dyed through top-grain leather with a treated, embossed and pigmented surface  <i>Sofa Section frame:</i> Plywood, Polyurethane foam 1.2 lb/cu. ft., Particleboard, Solid wood, Fiberboard  <i>Seat cushion:</i> high-resilience polyurethane foam (cold foam) 2.2 lb/cu. ft.  <i>Back cushion:</i> 30% cut polyurethane foam / 70% polyester fibers  <i>Coated fabric parts:</i> 100% polyurethane, 75% polyester, 25% cotton  <i>Leather:</i> Dyed through top-grain leather with a treated, embossed and pigmented surface</li> <li>• <b>Measurements</b>  <b>Height including back cushions:</b> 80 cm (31 1/2")  <b>Width:</b> 241 cm (94 7/8")  <b>Depth:</b> 98 cm (38 5/8")  <b>Height under furniture:</b> 4 cm (1 5/8")  <b>Armrest width:</b> 15 cm (5 7/8")  <b>Armrest height:</b> 65 cm (25 5/8")  <b>Seat width:</b> 211 cm (83 1/8")  <b>Seat depth:</b> 55 cm (21 5/8")  <b>Seat height:</b> 45 cm (17 3/4")</li> </ul> <p><b>2 PCS – 1 SEATER</b></p> <ul style="list-style-type: none"> <li>• <b>Material</b>  <b>Supporting fabric:</b> 100 % polypropylene  <b>Coated fabric parts:</b> 100 % polyurethane, 75 % polyester, 25 % cotton  <b>Frame:</b> Particleboard, Fiberboard, Plywood, Polyurethane foam 1.5 lb/cu.ft., Laminated veneer lumber, Solid wood  <b>Fixed seat:</b> Polyurethane foam 2.0 lb/cu.ft.  <b>Loose cushion:</b> 50% cut polyurethane foam/ 50% polyester fibers  <b>Leg:</b> Steel, Powder coating</li> <li>• <b>Measurements</b>  <b>Width:</b> 70 cm (27 1/2")  <b>Depth:</b> 73 cm (28 3/4")  <b>Height:</b> 75 cm (29 1/2")</li> </ul>	1 set	100,000.00 set		

		<p><b>Seat width:</b> 57 cm (22 1/2")  <b>Seat depth:</b> 46 cm (18 1/8")  <b>Seat height:</b> 43 cm (16 7/8")</p> <p><b>1 PC- CENTER TABLE</b></p> <ul style="list-style-type: none"> <li><b>Material</b>  <b>Table top:</b> Birch plywood, Oak veneer, Tinted clear acrylic lacquer, Birch veneer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer  <b>Shelf:</b> Plywood, Oak veneer, Tinted clear acrylic lacquer, Birch veneer, Tinted clear acrylic lacquer, Tinted clear acrylic lacquer  <b>Leg/ Cross rail:</b> Solid birch, Tinted clear acrylic lacquer</li> <li><b>Measurements</b>  <b>Diameter:</b> 80 cm (31 1/2")  <b>Height under furniture:</b> 18 cm (7 1/8")  <b>Height:</b> 42 cm (16 1/2")  <b>Max. load:</b> 20 kg (44 lb)  <b>Max load/shelf:</b> 10 kg (22 lb)</li> </ul>				
3.	ROCS	<p><b>CONFERENCE TABLE WITH CHAIRS (8-SEATER)</b></p> <p><b>CONFERENCE TABLE 8-SEATER (1 UNIT)</b></p> <ul style="list-style-type: none"> <li><b>Features:</b> 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</li> <li><b>Color:</b> 2-tone grey</li> <li><b>Material/ Description:</b> 25 mm MPC laminated board, PU lamination on sides and modesty panel</li> <li><b>Dimensions (L x W x H):</b>  <b>OVERALL:</b> 240 x 120 x 75 cm</li> </ul> <p><b>CONFERENCE CHAIR (8 UNITS)</b></p> <ul style="list-style-type: none"> <li><b>Features:</b> pneumatic seat, synchro tilt, tension control</li> <li><b>Base Material:</b> Polypropelyne, twin casters</li> <li><b>Coverings:</b> Seat: Leatherette, back: Leatherette</li> <li><b>Colors:</b> Black</li> <li><b>Dimensions (H x W x D):</b>  <b>OVERALL:</b> 110-119 X 69 X 53 CM  <b>SEAT:</b> 57 X 52 X 53 CM  <b>BACK:</b> 68 X 52 CM</li> </ul>	1 set	150,000.00 set		

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

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

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

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

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