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. 2024-04-0051 DATE: 22-May-24

REQUEST FOR QUOTATION / PROPOSAL

201	AD A NIV	NIABAT.
COI	MPANT	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 May 2024 @ 10:00 a.m.

Engr. GERARDO S. GATCHALIAN
SAO, PPMD

NIMFA C. UNICA OIC, PPMD

ROJECT TITLE/NAME: Rebidding for the Supply and Delivery of Various Office Equipment (Lot 1)				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					
	LOT 1 - (CY 2024 BUDGET)					
1.	HEAVY DUTY PAPER SHREDDER	1	unit	₱ 100,000.00		
2.	HEAVY DUTY PAPER SHREDDER	5	units	P 45,000.00		
				per unit		
3.	DIGITAL PROJECTOR	1	unit	₱ 24,495.00		
	(Please see attached Technical Specifications)		15/21			
	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. Valid 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.qov.ph					

GENERAL CONDITIONS

- 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: 30 days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name		
Print Name and Signature of Representative	f Authorized	
Designation		
Company Tel./Fax/Mob	ile No.	

REBIDDING FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (LOT 1 - CY 2024 BUDGET)

TECHNICAL SPECIFICATIONS

ITEM	UNIT/DIVISION	ITEM DESCRIPTION	QTY	BUDGET	BID OFFER	
NO.				PER ITEM	UNIT	TOTAL COST
1.	MPC	PAPER SHREDDER HEAVY DUTY Feed width: 260mm Shred capacity A4 70gsm: 19-21 sheets Shred capacity 80gsm: 18-20 sheets Shred size: 5 x 50 mm Security level: P-3, O-3, T-3, E-2 Operation: Electronics Shred speed: 4.5 m/min Waste volume: 60 liters db (A) when idle: 46 db Motor: 650 Watts Voltage: 230V Dimensions/HxWxD: 865 x 545 x 435 mm	1 unit	100,000.00	0031	0031
2.	ODA-AFM / LEGAL STAFF / BUDGET DIVISION / INTERNAL AUDIT / ODA- OPERATIONS	PAPER SHREDDER HEAVY DUTY Feed width: 240mm Shred capacity A4 70gsm: 8-10 sheets Shred capacity 80gsm: 7-9 sheets Shred size: 4 x 40 mm Security level: P-4, F-1, T-4, E-3 Operation: Electronics Shred speed: 6.5 m/min Waste volume: 30 liters db (A) when idle: 44 db Motor: 350 Watts Voltage: 220V – 230V Dimensions/HxWxD: 628 x 430 x 350 mm	5 units	45,000.00 per unit		
3.	INTERNAL AUDIT	DIGITAL PROJECTOR Brightness 4,800 ANSI Lumens (standard) 3,840 ANSI Lumens (ECO) Native Resolution SVGA (800 x 600) Max Supported Resolution WUXGA (1,920 x 1,200) Aspect Ratio 4:3 (Native), 16:9 (Supported) Contrast Ratio 20,000:1 Optical Zoom Ratio 1.1X	1 unit	24,495.00		

15,000 Hours (ExtremeEco)

Note: Kindly indicate Brand/Model of your bid offer.

PRINT NAME AND SIGNATURE	:	
DESIGNATION	:	
COMPANY NAME	:	
CONTACT DETAILS	:	
DATE	:	