

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. 2024-05-0066  
 DATE: 23-May-24

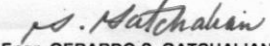
**REQUEST FOR QUOTATION / PROPOSAL**

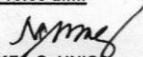
COMPANY NAME:

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 **31 May 2024 @ 10:00 a.m.**

  
**Engr. GERARDO S. GATCHALIAN**  
 SAO, PPMD

  
**NIMFA C. UNICA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 2nd Quarter for CY 2024					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LOT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	Supply and Delivery of Various Office Supplies for 2nd Quarter for CY 2024					
	<b>LOT 1</b>			<b>P416,260.00</b>		
1.	ALCOHOL, Ethyl, 500 mL	300	bottle			
2.	AIR FRESHENER, Aerosol type, 150g	120	can			
3.	BATTERY AA, Dry Cell (2pcs/pack)	90	packs			
4.	BATTERY AAA, Dry Cell (2pcs/pack)	90	packs			
5.	BLADE, for general purpose cutter/utility knife	20	tube			
6.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	15	reams			
7.	CARBON FILM, Legal, 100 sheets per box	2	box			
8.	CLIP, Backfold 32mm	72	box			
9.	CORRECTION PEN	24	piece			
10.	CORRECTION TAPE, 8m	342	piece			
11.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	550	piece			
12.	DISINFECTANT SPRAY, Aerosol 400g (min)	120	can			
13.	ENVELOPE, DOCUMENTARY, for A4 size document	6	box			
14.	FLASH DRIVE 32GB	54	piece			
15.	FOLDER, FILE MAGAZINE STAND, Box type with cover size: 16" x 10 1/2" x 6"	60	piece			
16.	FOLDER, PRESENTATION, A4 size (50pcs/pack)	6	packs			
17.	FOLDER, PRESENTATION, Legal size (50pcs/pack)	15	packs			
18.	FOLDER, TAGBOARD, A4 size (100pcs/pack)	10	packs			
19.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	packs			
20.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	packs			
21.	INK, Stamp Pad	50	bottle			
22.	INSECTICIDE SPRAY, Aerosol type	60	can			
23.	MARKER, Permanent, Black/Blue, bullet type	60	piece			
24.	NOTE PAD, Stick-on 50mm X 76mm (2" x 3")	200	pad			
25.	NOTE PAD, Stick-on 76mm X 100mm (3" x 4")	100	pad			
26.	NOTE PAD, Stick-on 76mm X 76mm (3" x 3")	120	pad			
27.	PAPER CLIP, vinly/plastic coated, 33mm	110	box			
28.	PAPER CLIP, vinly/plastic coated, 50mm	50	box			
29.	PAPER, BOARD Special (10s/pack) 220gsm, Vellum/White	100	packs			
30.	PAPER, PHOTO High Gloss A4, (20s/pack)	60	packs			
31.	RECORD BOOK, 500 pages	80	book			

32.	RUBBER BAND, 50gms No. 1 Multicolor	30	box		
33.	RULER, 12" plastic	20	piece		
34.	RULER, Plastic 450mm (18")	10	piece		
35.	SCISSORS, symmetrical, blade length: 65mm min	60	pair		
36.	SIGN PEN, BLACK/BLUE	300	piece		
37.	STAPLER, STANDARD TYPE, load cap: 200 staples min	60	piece		
38.	STAPLE WIRE, STANDARD, (26/6)	100	box		
39.	STICKER PAPER, A4 (500pcs/ream)	9	reams		
40.	STORAGE BOX, Class A size: 24" x 15" x 10"	200	piece		
41.	TAPE DISPENSER, Table Top, 1" Width	12	piece		
42.	TAPE, Masking 24mm	48	roll		
43.	TAPE, Packaging 48mm	144	roll		
44.	TWINE, Plastic	10	roll		
<b>LOT 2</b>				<b>P187,000.00</b>	
1.	PAPER, MULTICOPY A4, 80gsm	50	ream		
2.	PAPER, MULTIPURPOSE A4, 70gsm	600	ream		
3.	PAPER, MULTIPURPOSE LEGAL, 70gsm	400	ream		
<p>Note: Please see technical specifications for Lot 1 - Item No. 31 and Lot 2 - Item No. 1</p>					
<p><b>Additional Documentary Requirements must be submitted upon submission of offer:</b></p>					
1. 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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a> .					
<p><b>GENERAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>Entries must be typewritten / if handwritten, it must be clear and legible;</li> <li>Bidders must submit certificate of PHILGEPS Registration;</li> <li>Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);</li> <li>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.</li> <li>Item/s delivered must have warranties for unit replacements, parts, labor or other services;</li> <li>Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);</li> <li>Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;</li> <li>Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;</li> <li>Price quoted/ submitted on the deadline shall be considered as final and unalterable;</li> <li>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;</li> <li>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.</li> </ol>					

DELIVERY: 60 calendar days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

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Company Name

\_\_\_\_\_

Print Name and Signature of Authorized Representative

\_\_\_\_\_

Designation

\_\_\_\_\_

Company Tel./Fax/Mobile No.

\_\_\_\_\_

Date

Technical specification for  
**RECORD BOOKS**

**SCOPE**

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Record books as stationery paper products.

**THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

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The key environmental impacts of record books are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of toilet paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

**PRODUCT SPECIFICATIONS**

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- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Technical specification for  
**MULTICOPY PAPER**

**SCOPE**

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Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

**THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

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The key environmental impacts of multicopy paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicopy paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

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