

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 Regional Welfare Office – National Capital Region
 2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

No.: NCR-2024-06-009
 Date: 04 June 2024

REQUEST FOR QUOTATION / PROPOSAL

Sir/Madam:

Please quote your lowest net 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, not later than **11 June 2024, 10:00a.m.**


NICKY JAY E. TAN
 Procurement and Property Officer Designate


LORNA R. OBEDOZA
 Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Heavy-Duty Paper Shredder					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1	Supply and Delivery of Heavy-Duty Paper Shredder	3	Unit	Php 120,000.00		
	<i>Specifications:</i>					
	Feed width: 220 mm					
	Shred capacity A4 80 gsm: 14-300 sheets					
	Shred size: 4 x 15 mm					
	Shred Speed: 2.5 m/min.					
	Security Level: P-4/ F-1/ O-3/ T-4/ E-3					
	Operation: Electronics					
	Waste Volume: 40 liters					
	db (A) when idle: 60 db(A)					
	Motor: 65 W					
	Voltage: 230 V					
	Dimensions/ H x W x D: 642 x 432 x 355 mm					
	Weight: 18.5 kg					
	Warranty: at least 1 year for parts and Service labor					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate of PhilGEPS Registration Number					
	2. Mayor's/ Business Permit					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX						

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 quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE. 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 Approved Budget for 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.

XX

DELIVERY: 15 days upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

(Company Name)

(Print Name and Signature of Authorized

(Designation)

(Contact Number)

(Date)