

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

P.R. No.: NCR-2024-08-016
Date: 22 August 2024

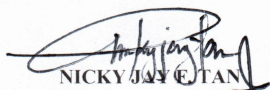
REQUEST FOR QUOTATION / PROPOSAL


COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

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 to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than **26 August 2024, 5:00p.m.**


NICKY JAY E. TAN
Procurement and Property Officer Designate


LORNA ROBEDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: PROCUREMENT OF OTHER OFFICE SUPPLIES AND MATERIALS FOR THE 3 RD QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM						DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL	
					Unit Price (VAT Inclusive)		
	PROCUREMENT OF OTHER OFFICE SUPPLIES AND MATERIALS FOR THE 3RD QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM						
	One (1) Lot			Php 112,960.00			
1.	Ballpen, black	240	Pcs				
2.	Battery, 9V	50	Pcs				
3.	Gel pen, 0.5mm black @12/box	50	Box				
4.	Magazine box, wire mesh long	50	Pcs				
5.	Multi-Colour Paper, 80gsm, 216mm X 330mm, Blue	20	Ream				
6.	Multi-Colour Paper, 80gsm, 216mm X 330mm, Green	20	Ream				
7.	Multi-Colour Paper, 80gsm, 216mm X 330mm, Pink	20	Ream				
8.	Multi-Colour Paper, 80gsm, 216mm X 330mm, Yellow	20	Ream				
9.	NT Cutter, Big with blade	20	Pcs				
10.	Paper cups, 6.5oz, @1,000/box	10	Box				
11.	Sticker Paper, A4	50	Pack				
12.	Specilaty Board Paper, 120gsm, 8.5x11, ivory, (10sheets/pack)	100	Pack				
13.	Tape, Double sided w/o foam	50	Roll				
14.	Tape, Duct Tape (cloth type)	30	Roll				
15.	Time Card	50	Bndl				
16.	Storage Box, peerless, H60cm x L60cm x W45cm	50	Pcs				

	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate or 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						
<ol style="list-style-type: none"> 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) FACSMILE. Label the envelope with the following: <ul style="list-style-type: none"> 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. 						
XXXXXXXXXXXXXXXXX						

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 Representative)

(Designation)

(Date)