

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. 2024-09-0102
 DATE: 16-Sep-24

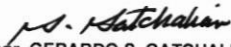
REQUEST FOR QUOTATION / PROPOSAL


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 **23 September 2024 @ 10:00 a.m.**


Engr. GERARDO S. GATCHALIAN
 SAO, PPMD


NINO A. C. UÑCA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 3rd 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 3rd Quarter for CY 2024					
	LOT 1			₱398,715.00		
1.	BALLPEN, Retractable, Ballpoint 0.5mm, Blue & Black	1000	piece			
2.	BATTERY AA, Dry Cell (2pcs/pack)	90	packs			
3.	BATTERY AAA, Dry Cell (2pcs/pack)	90	packs			
4.	BLADE, for general purpose cutter/utility knife	20	tube			
5.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	15	reams			
6.	CLIP, Backfold 25mm	60	box			
7.	CLIP, Backfold 32mm	72	box			
8.	CORRECTION PEN	24	piece			
9.	CUTTER/UTILITY KNIFE, for general purpose	30	piece			
10.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	600	piece			
11.	DISINFECTANT SPRAY, Aerosol 400g (min)	120	can			
12.	ENVELOPE, DOCUMENTARY, for LEGAL size document	3	box			
13.	ENVELOPE, EXPANDING, KRAFT	6	box			
14.	FASTENER, 50 sets/box, non-sharp edge, holds 2" thick document, hole to hole: 7cm	50	box			
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.	FOLDER, TAGBOARD, LEGAL size (100pcs/pack)	6	packs			
20.	ILLUSTRATION, BOARD, 762 X 1016mm, 2Ply	10	pcs			
21.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	packs			
22.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	packs			
23.	INSECTICIDE SPRAY, Aerosol type, 300ml (min)	90	can			
24.	MARKER, Permanent, Black/Blue, bullet type	120	piece			
25.	MARKER, Whiteboard, Black/Blue, bullet type	60	piece			
26.	NOTE PAD, Stick-on 50mm X 76mm (2" x 3")	200	pad			
27.	NOTE PAD, Stick-on 76mm X 100mm (3" x 4")	100	pad			
28.	NOTE PAD, Stick-on 76mm X 76mm (3" x 3")	120	pad			
29.	PAPER CLIP, viny/plastic coated, 33mm	110	box			
30.	PAPER, BOARD Special (10s/pack) 220gsm, Vellum/White	100	packs			
31.	PAPER, PHOTO High Gloss A4, (20s/pack)	60	packs			
32.	PUNCHER, 2-Hole, Heavyduty	5	piece			
33.	RECORD BOOK, 500 pages	80	book			
34.	RUBBER BAND, 50gms No. 1 Multicolor	30	box			
35.	RUBBER BAND, No.18, 350gms	60	box			
36.	RULER, 12" plastic	50	piece			

Technical specification for
RECORD BOOKS

SCOPE

Record books as stationery paper products.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

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

- 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

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

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:

- 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

- 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

DISINFECTANT SPRAY

SCOPE

Disinfectant spray for killing viruses and bacteria in aerosol form.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of disinfectant spray are:

- Harmful emissions related to the use and production of disinfectant spray;
- Aquatic toxicity due to the use of disinfectant spray;
- Resource consumption related to the packaging and production;
- Generation of waste and packaging.

The GPP approach should cover therefore:

- Purchase products with a restricted amount of hazardous substances;
- Purchase products which biodegrade and are environmentally innocuous;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging;
- Safe disposal of final products.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.