

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-2024-10-62-65
 Date: 01 November 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 **08 November 2024, 10:00a.m.**


NICKY JAY F. TAN
 Procurement and Property Officer Designate


LORNA R. OBEDOZA
 Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Various Office Equipment					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
	Supply and Delivery of Various Office Equipment, as follows:					
1	Document Scanner	5	Units	Php 30,000.00		
				per unit		
2	Heavy-Duty Paper Shredder	1	Unit	Php 45,000.00		
				per unit		
	<i>(Please see attached Technical Specifications)</i>					
	<i>Note: Indicate model/ brand on your bid proposal</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Valid Mayor's/ Business Permit</i>					
	<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						

SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT TECHNICAL SPECIFICATIONS

DOCUMENT SCANNER							
ITEM NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BIDDER'S STATEMENT OF COMPLIANCE	DEALER'S/ SUPPLIER'S OFFER		
					BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
1	<p>DOCUMENT SCANNER</p> <p><i>Specifications:</i></p> <p>Scanning Speed: 40 ppm "Document Size - Multiple Sheets – Length: 50.8 mm to 355.6 mm" Colour/ Monochrome: Yes/Yes Colour Depth – Input: 48-bit colour processing Resolution – Optical: Up to 600 dpi × 600 dpi "Document Scanning Width / Length: Up to 215.9 mm" Document Size – Single/Multiple Sheets – Width: 50.8 mm to 215.9 mm 2-Sided (Duplex) Scan: Yes Colour Depth – Output: 24-bit colour processing Resolution – Interpolated: Up to 1,200 dpi × 1,200 dpi Product Dimensions (Width X Depth X Height): 299.5 mm × 190.5 mm × 215.9 mm "ADF (Automatic Document Feeder): Up to 80 pages (Paper: 80 g/m²)" Power Source: AC: 100-240V, 50/60 Hz Driver compatibility with TWAIN (Win, macOS), WIA, ISIS, Linux SAN Ultrasonic Multifeed Sensor, Separation Switch Advanced image processing and batch scan Mobile Connect App 2-sided scan up to 80 images per minute Warranty: Minimum of 1 year on Parts and services</p>	5 UNITS	Php 30,000.00 Per Unit				

I hereby certify to comply with all the above Technical Specifications.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

(Company Tel./ Fax/ Mobile No.)

(Date)

HEAVY-DUTY PAPER SHREDDER

ITEM NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BIDDER'S STATEMENT OF COMPLIANCE	DEALER'S/ SUPPLIER'S OFFER		
					BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
2	<p>Heavy-Duty Paper Shredder</p> <p><i>Specifications:</i></p> <p>Feed width: 220 mm Shred capacity A4 80 gsm: 14-300 sheets Shred size: 4 x 15 mm Cross-Cut 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: 650 W Voltage: 230 V Dimensions/ H x W x D: 642 x 432 x 355 mm Weight: 18.5 kg Warranty: Minimum of 1 year on Parts and services</p>	1 UNIT	<p>Php 45,000.00 Per Unit</p>				

I hereby certify to comply with all the above Technical Specifications.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

(Company Tel./ Fax/ Mobile No.)

(Date)