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 <a href="Movember 2024, 10:00a.m."><u>08 November 2024, 10:00a.m.</u></a>

NICKY JAY F TAN
Procurement and Property Officer Designate

LORNA R. BEDOZA Chief, Administrative and Finance Division

PROJE	CT TITLE/NAME: Supply and Delivery of Various Office Equipment	nt			DEAL SUPPLIER		
ITEM	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER	UNIT COST	TOTAL	
NO.	SIECIFICATIONS	QII	UNII	LINE ITEM (ABC)		Unit Price (VAT Inclusive)	
	Supply and Delivery of Various Office Equipment, as follows:						
1	Document Scanner	5	Units	Php 30,000.00		£	
				per unit	į	÷.	
2	Heavy-Duty Paper Shredder	1	Unit	Php 45,000.00	4		
				per unit	Y 11		
	(Please see attached Technical Specifications)						
	Note: Indicate model/ brand on your bid proposal						
						r	
					4		
					1		
	Additional Documentary Requirements must be submitted upon submission of offer:					-	
	1. PhilGEPS Certificate or PhilGEPS Registration Number						
	2. Valid Mayor's/ Business Permit		c				
		-	W 1	7			
- 19	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: owwancr.procurement@gmail.com				. ,		

### GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); 3.
- 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:

Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No.

- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discrimatory 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.
- 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.

**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 Na	me and Signature of Authorized Representative)
	(Designation)
Com	pany Tel./ Fax/ Mobile No.
	(Date)

# SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT

## TECHNICAL SPECIFICATIONS

		D	OCUMENT S	CANNER		<u> </u>	
	i i i i i i i i i i i i i i i i i i i			BIDDER'S	DEALER'S/SUPPLIER'S OFFER		
NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	STATEMENT OF COMPLIANCE	BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
	DOCUMENT SCANNER				, a		
	Specifications:					£ .	
	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						
1	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	5 UNITS	Php 30,000.00 Per Unit				
	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						

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 PAPE	ER SHREDDER		A Property of the Contract of	
<del>}</del>	2 A. C.			BIDDER'S	DEALER'S/ SUPPLIER'S OFFER		
NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	STATEMENT OF COMPLIANCE	BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
2	Heavy-Duty Paper Shredder  Specifications:  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	1 UNIT	Php 45,000.00 Per Unit				

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

	(Company Name)
(Print Nan	ne and Signature of Authorize Representative)
-	(Designation)
(Comp	pany Tel./ Fax/ Mobile No.)
	(Date)