



### REQUEST FOR QUOTATION

The Overseas Workers Welfare Administration Regional Welfare Office IV-A (OWWA RWO IV-A), through its Administrative and Finance Unit (AFU) herein invites all interested suppliers registered with Philippine Government Electronic Procurement System to quote their lowest price on the items listed below and submit their quotation duly signed by their authorized representative/s not later than **22 November 2024 (Friday)**.

Name of Project : **Supply and Delivery of Various Office Supplies for 4<sup>th</sup> Quarter for CY 2024**

Specifications :

PROJECT NAME: PROPOSAL FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 4TH QUARTER FOR CY 2024					DEALER'S/SUPPLIER OFFER	
ITEM NO.	SPECIFICATION	QTY	UNIT	APPROVE BUDGET FOR CONTRSCT (ABC)	UNIT COST	TOTAL COST
	<b>LOT 1</b>			<b>146,750.00</b>		
1	AIR FRESHENER (AMBI PUR FLORAL)	15	CAN			
2	ALCOHOL	20	GAL			
3	ALBATROSS LEMON	15	PCS			
4	GLADE AIR FRESHENER GEL LEMON	15	PCS			
5	VACUUM CLEANER (HEAVY DUTY)	2	UNIT			
6	HEAVY DUTY MOP	2	UNIT			
7	Stainless Steel Spin Mop w/ Bucket on Wheels, Soap Dispenser 47x42.5x27cm Microfiber 360	3	PCS			

8	Window Washer 26x9x97cm Cleaning	5	PCS			
9	Sponge Mop 26.5x124cm Microfiber Floor Mop	5	PCS			
10	Heavy Duty Broom and Dustpan Set Broom with Dust Pan	5	PCS			
11	TRASH BIN 5L	10	PCS			
12	SCRUB BRUSH	10	PCS			
13	TOILET BRUSH	10	PCS			
14	Disinfectant Cleaner Floor & Tile Multi- surface 1 GALLON - FLOOR & TILE GALLON	8	GAL			
15	Toilet Bowl Cleaner Eco Lemon Scent 1 GALLON	10	GAL			
16	CLEANING POWDER PRIDE 1KG	20	POUCH			
17	RUBBER GLOVES	20	PCS			
18	DISWASHING SPONGE- SCOTCH BRITE (SET OF 3)	30	PACK			
19	JOY DISHWASHING LIQUID 475ML	30	BOTTLE			
20	DOWNY 660ML	20	BOTTLE			
21	CLEANING TOWELS (GENERAL)	20	PACK			
22	Glass Cleaner Antibacterial Gallon	10	GAL			
23	LYSOL DISINFECTANT SPRAY FRESH 510g	20	CAN			
24	SAFEGUARD Liquid Hand Soap Pink Aloe 620ml Refill	20	POUCH			
25	TISSUE SANICARE (12PCS)	50	PACK			
26	JUMBO ROLL TISSUE	25	PACK			
27	SPLENDA WOOD POLISH	20	CAN			
28	ZONROX	10	BOTTLE			
29	Soap Dispenser Wall Mount Perforated Soap Dispenser	10	PCS			

30	Circular Toilet Paper Dispenser - Jumbo Roll Tissue Dispenser	6	PCS			
31	Stainless Steel Wall Mount Bathroom Toilet Paper Rolls Holder Tissue Shelf Organizer Rack Stand	10	PCS			
32	CAUTION WET FLOOR	4	PCS			
33	Cleaning Cart Multi-Functional Movable Trolley Special Tools for Property Cleaning Trolley	2	UNIT			
34	TRASHBAG - SMALL	10	PACK			
35	TRASHBAG - XL	10	PACK			
36	TRASHBAG - XXL	10	PACK			
	<b>LOT 2</b>			<b>14,790.00</b>		
37	CAR SHAMPOO	9	BOTTLE			
38	CAR INTERIOR CLEANER (SPRAY)	9	CAN			
39	TIRE BLACK (GALLON)	9	GAL			
40	MICROTEX QUICK DETILIER 500ML	9	BOTTLE			
41	EURO MICROFIBER	9	PACK			
42	WATER MARK REMOVER 100ML	9	BOTTLE			
	<b>LOT 3</b>			<b>255,650.00</b>		
43	RULER, 12" plastic	20	PCS			
44	BALL PEN BLACK M&G 0.5 (50PCS)	10	BOX			
45	SIGNPEN BLACK ENERGEL	8	BOX			
46	PENCIL MONGOL 2	4	BOX			
47	MARKER WHITEBOARD BLACK	3	BOX			
48	MARKER, PERMANENT BLACK	3	BOX			
49	HIGHLIGHTER SET OF 3	10	PACK			
50	BATTERY AA	20	PACK			
51	BATTERY AAA	20	PACK			

52	PAPER, MULTI, PURPOSE LEGAL, 7(lqSM)	300	REAMS			
53	PAPER. MULTI- PURPOSE A4. 70gsm	300	REAMS			
54	EXPANDING ENVELOPE KRAFT	3	BOX			
55	FOLDER LONG 100 PCS	10	PACK			
56	CLIP BACKFOLD 25MM	50	BOX			
57	CLIP BACKFOLD 19MM	30	BOX			
58	CLIP BACKFOLD 32MM	40	BOX			
59	CLIP BACKFOLD 50MM	40	BOX			
60	CORRECTION TAPE	60	PCS			
61	NOTEBOOK 100PGS	20	PCS			
62	STICK ON NOTE 3X3	30	PAD			
63	STICK ON NOTE 2X3	30	PAD			
64	STICK ON NOTE TAPE FLAGS	30	PAD			
65	CUTTER	5	PCS			
66	SCISSOR	20	PCS			
67	RUBBER BAND	20	BOX			
68	TAPE DISPENSER	20	PCS			
69	TAPE TRANSPARENT 24MM	20	PCS			
70	MASKING TAPE 24MM	20	PCS			
71	PACKAGING TAPE CLEAR	20	PCS			
72	STAPLER (KANGAROO)	30	PCS			
73	STAPLE WIRE	30	BOX			
74	STAPLE WIRE REMOVER STAINLESS	30	PCS			
75	HEAVY DUTY PUNCHER	10	PCS			
76	RUBBERIZED ID HOLDER REGULAR	100	PCS			
77	ID HOLDER RUBBERIZED 4X5	100	PCS			
78	DATA FILE BOX	30	PCS			
79	MAGFILE CLOSED BLACK	20	PCS			

80	DESK TRAY 3 LAYER BLACK	10	PCS			
81	BOOK STAND METAL	50	PCS			
82	DATER	10	PCS			
83	DATER PAD	20	PCS			
84	DATER INK 28ML(BLACK)	20	BOTTLE			
85	FASTENER METAL	20	BOX			
86	ELMERS GLUE 473ML	6	BOTTLE			
87	CLIP BOARD LEGAL BLACK	10	PCS			

Approved Budget : Four Hundred Seventeen Thousand One Hundred  
Ninety Pesos Only (Php 417,190.00)

Location : OWWA RWO IV-A Office, GF Parian Commerce Center II,  
National Highway, Brgy. Parian, Calamba City, Laguna  
4027

Delivery Day : On 25 November 2024

Interested suppliers are required to submit their valid and current Mayor's Permit/  
Business Permit, BIR Certificate of Registration, DTI Business Name Registration, and  
Price Quotation. Submission of quotation is on or before 10:00 AM of 22 November  
2024 (Friday) at OWWA RWO IV-A – AFU, GF Parian Commerce Center II, National  
Highway, Brgy. Parian, Calamba City, Laguna. For inquiries, you may contact us at  
0962 159 2790 / region4a@owwa.gov.ph.

Very truly yours,

  
**MARICYNNEL PENIERO**  
BAC Chairperson

Noted By:

  
**ROSARIO C. BURAYAG**  
Regional Director