## 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. 2024-02-0027 DATE: 23-Feb-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 28 February 2024, 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer

Engr. GERARDO S. GATCHALIAN
OIC, PPMD

PROJECT TITLE/NAME: Supply and Delivery of Various Women's Month Advocacy Ma			terials			DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive	
	Supply and Delivery of Various Women's Month Advocacy Materials, as follows:						
	LOT 1	1	lot	P 177,250.00			
1.	POLO SHIRT (355 pcs)						
2.	T-SHIRT (85 pcs)						
3.	HAND TOWEL (600 pcs)						
	LOT 2	1	lot	P 174,000.00			
1.	BALLPEN WITH LANYARD (600 pcs)						
2.	DUMPLING BAG (600 pcs)						
	(Please see attached Technical Specifications)						
	Additional Documentary Requirements must be submitted upon submission of offer:						
	1. PhilGEPS Certificate or PhilGEPS Registration Number						
	2. Mayor's / Business Permit						
	3. Income / Business Tax Return						
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>						

## GENERAL CONDITIONS

- 1. Entries must be typewritten / if handwritten, it must be clear and legible;
- 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) FACSIMILE. 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 the Approved Budget for the 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-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 ability to the affected bidder or bidders.

**DELIVERY:** See attached Technical Specifications

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

	Company Name
Print Nar	ne and Signature of Authorized Representative
	Designation
Con	npany Tel./Fax/Mobile No.
	Date

## **TECHNICAL SPECIFICATIONS**

ot 1	
L. POLO SHIRT	
355 PCS- Collared Shirt -	
Cotton	AOWWA
Royal Purple	A A A A A A A A A A A A A A A A A A A
DTF	
Print must be visually Clear	
and Readable	
Sizes to follow	
2. TSHIRT	
85 PCS Round Neck Shirt -	ARGONG PILIPINAS.
Cotton	A STATE OF THE STA
Royal Purple	
DTF	S S S S S S S S S S S S S S S S S S S
Print must be visually Clear and	Talling Control of the Control of th
Readable	
Sizes to follow	Kakayahan ng Kabu
B. HANDTOWEL	
600 PCS Hand Towel with Print	<i>(a)</i>
of OWWA Logo and PCW Tagline	
50 cm x 100 cm	
White Microfiber Towel	
	A secondario
Lot 2	
<ol> <li>BALLPEN WITH LANYARD</li> </ol>	Lo
600 PCS Customized Ballpen	
with logo digitally printed	
Royal Purple	
Icon must be PCW logo for	
Womens Month	3
Ballpoint pen (Ink: Black)	*

2. DUMPLING BAG 600 PCS Water Repellant Dumpling Bag Nylon Shoulder/Crossbody Bag Cream DTF Print	
---	--

Delivery Period: First Batch (1<sup>st</sup> week of March) at least 45% of item

Second Batch (2<sup>nd</sup> week of March) at least 35% of item

Third Batch (3<sup>rd</sup> Week of March) at least 20% of item

