

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. 2024-03-0031
 DATE: 13-Mar-24

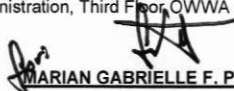
REQUEST FOR QUOTATION / PROPOSAL

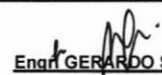
COMPANY NAME:

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 **20 March 2024 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr GERARDO S. GATCHALIAN
 OIC, PPMO

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 1st 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 1st Quarter for CY 2024					
	LOT 1			₱323,020.00		
1.	BALLPEN, blue and black, ballpoint	5000	piece			
2.	BATTERY, 9V	5	pack			
3.	BATTERY, dry cell, AA, 2pcs/pack	90	pack			
4.	BATTERY, dry cell, AAA, 2pcs/pack	90	pack			
5.	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	20	tube			
6.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	15	ream			
7.	CARBON FILM, Legal	2	pack			
8.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	105	box			
9.	CORRECTION PEN, metal tip, 12ml	24	piece			
10.	CUTTER KNIFE, heavy duty	30	piece			
11.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	555	piece			
12.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	120	can			
13.	ENVELOPE, Documentary, A4, 500 pieces per box	6	box			
14.	FASTENER, metal, non-sharp edges, 50 sets per box	50	box			
15.	FLASH DRIVE, 16 GB capacity	55	piece			
16.	FOLDER, FILE MAGAZINE STAND, box type with cover 16" x 10 1/2" x 6"	60	piece			
17.	FOLDER, TAGBOARD, A4 (100pcs/pack)	10	pack			
18.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	pack			
19.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	pack			
20.	INK, for stamp pad, 50mL	50	bottle			
21.	INSECTICIDE, 600mL, Aerosol type	90	can			
22.	MARKER, Permanent, Black and Blue, bullet type	120	piece			
23.	MARKER, Whiteboard, Black and Blue, bullet type	60	piece			
24.	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	200	pad			
25.	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	120	pad			
26.	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100	pad			
27.	PAPER, Board Special (10s/pack) 220gsm Vellum/White	100	pack			
28.	PAPER, Photo High Gloss A4, (20s/pack) 210gsm	60	pack			
29.	RECORD BOOK, 500 pages	30	book			

