

**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. 2024-05-0069

DATE: 3-Jun-24

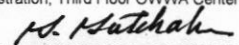
REQUEST FOR QUOTATION / PROPOSAL

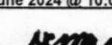
COMPANY NAME:

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 **10 June 2024 @ 10:00 a.m.**


Engr. GERARDO S. GATCHALIAN
SAO, PPMD


NIMFA C. UNICA
OIC, PPMD

PROJECT TITLE/NAME: Proposal for the 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 (Vat inclusive)	TOTAL COST (Vat inclusive)
Supply and Delivery of Various Office Equipment						
1.	LAMINATING MACHINE	2	units	Php 6,000.00 per unit		
2.	BINDING MACHINE HEAVY DUTY	1	unit	Php 30,000.00		
3.	NUMBERING MACHINE	2	units	Php 3,382.00 per unit		
	(Please see attached Technical Specifications)					
	Note: Indicate model/brand on your bid proposal					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's / Business Permit					
	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: procurement@owwa.gov.ph					

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.);
- 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;
- 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: 30 days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

_____ Company Name

_____ Print Name and Signature of Authorized Representative

_____ Designation

_____ Company Tel./Fax/Mobile No.

_____ Date

TECHNICAL SPECIFICATIONS OF VARIOUS OFFICE EQUIPMENT

(CONTINUING BUDGET CY 2023)

ITEM NO.	UNIT/DIVISION	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BID OFFER	
					UNIT COST	TOTAL COST
1.	PPMD	LAMINATING MACHINE <ul style="list-style-type: none"> • Size: A3 • Attr: Hot and Cold Laminator • Max Laminating Width: 230mm • Lamination Pouch Thickness: 75-125 mic • Warm-up: 3-5 minutes • Indicator: LED Power (red), LED Power (green) • With ABS switch (for clearing jams) • No blistering, automatic shutdown or overheating 	2 units	6,000.00 Per unit		
2.	PPMD	BINDING MACHINE (HEAVY DUTY) <ul style="list-style-type: none"> • 2 Hand Levers for punching and binding • Adjustable margin guide allows pages of various sizes to be accurately aligned for the best punching results • Adjustable to any format • paper stop guide for paper size • Adjustable punching dies with variable margin depth • Manual binding capacity up to 2" or 425 sheets of paper (70gsm) • With 24 holes punching selection • Punching holes: 24 holes • Overall Dimensions: H4.5" x L 17.5" x W 14.5" inches • Punching Capacity not less than 15 sheets • Binding Capacity not less than 15 sheets • Paper Size 14" Legal Size • Disengage able Die Pins 24 Pins 	1 unit	30,000.00 Per unit		
3.	ASMD	NUMBERING MACHINE <ul style="list-style-type: none"> • Wheel: Nine wheel/02090 ; Twelve wheel/02120 • Movement setting: Seven movements • Self-inking after every impression for easy operation. • Special feature allows you to print only the numbers required. • Quality metal construction for constant use and long life. • Seven movements to number consecutive, duplicate, triplicate, quadruplicate, sextuplicate, repeat and 12 times • Drop-cypher feature is available to drop any wheel from printing. 	2 units	3,382.00 Per unit		

Note: Please attached picture for each item of your bid.

PRINT NAME AND SIGNATURE : _____

DESIGNATION : _____

COMPANY NAME : _____

DATE : _____