

OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

No.: **RFQ NCR-2024-07-012**
Date: **17 July 2024**

REQUEST FOR QUOTATION / PROPOSAL

Sir/Madam:

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, not later than **22 July 2024, 10:00 a.m.**


NICKY JAY TAN
Procurement and Property Designate


LORNA F. OBEDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply, Delivery, and Installation of Office Signage to OWWA RWO-NCR Extension Office					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1	Supply, Delivery, and Installation of Office Signage to OWWA RWO-NCR Extension Office <i>(Please see attached Technical Specification)</i>	1	Lot	250,000.00		
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Mayor's/ Business Permit</i>					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwanrcr_procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX						
GENERAL CONDITIONS						
1. Entries must be typewritten / if handwritten, it must be clear and legible; 2. 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. 5. Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC); 6. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; 7. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered; 8. Price quoted/submitted on the deadline shall be considered as final and unalterable; 9. 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. 10. 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.						
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DELIVERY: Upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
TERMS OF PAYMENT: Government Terms
PRICE VALIDITY: 60 days from date of quotation/proposal

(Company Name)

(Print Name and Signature of Authorized)

(Designation)

(Contact Number)

(Date)

TECHNICAL SPECIFICATION

Supply, Delivery, and Installation of Office Signage to OWWA RWO-NCR Extension Office

I. PROJECT TITLE

Supply, Delivery and Installation of Office Signage to OWWA RWO-NCR Extension Office

II. REQUIREMENTS

One (1) Office Signage

III. OBJECTIVE

To install Office Signage at the front of the OWWA RWO-NCR Extension Office to ensure visibility and proper identification of the office.

IV. SCOPE OF WORK

The contractor shall:

1. The contractor shall supply, deliver, and install office signage for the new rental office of OWWA RWO-NCR.
2. The signage must adhere to the branding and design guidelines provided by OWWA RWO-NCR.
3. Coordinate with OWWA RWO-NCR representatives for the approval of the final design before production.

V. PRODUCT SPECIFICATIONS

Bidder should be capable of providing One (1) Office Signage with the following features and capabilities or higher.

ITEM NO.	MINIMUM PRODUCT SPECIFICATION	STATEMENT OF COMPLIANCE
1	Dimension: 24meters x 1meter Frame: Aluminum Composite Panel Acrylic cut text with 3inches thickness and .75m height	



VI. WARRANTY

The signage must come with a 3-year warranty against fading and any manufacturing defects.

VII. DELIVERY SCHEDULE

Delivery and installation of One (1) Office Signage, within three (3) days upon receipt of notice to proceed

VIII. PLACE OF DELIVERY

139 Sen. Gil Puyat Ave. Pasay City