

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

P.R. No.: NCR-2024-08-015  
Date: 10 September 2024


**REQUEST FOR QUOTATION / PROPOSAL**


COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

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 to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than **16 September 2024, 10:00a.m.**

  
**NICKY JAY JUAN**  
Procurement and Property Officer Designate

  
**LORNA R. OBEDOZA**  
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: REBIDDING FOR THE PROCUREMENT OF COMMON-USE OFFICE SUPPLIES AND MATERIALS FOR THE 3 <sup>RD</sup> QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM						DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL	
					Unit Price (VAT Inclusive)		
	<b>REBIDDING FOR THE PROCUREMENT OF COMMON-USE OFFICE SUPPLIES AND MATERIALS FOR THE 3<sup>RD</sup> QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM</b>						
	<b>One (1) Lot</b>			<b>Php 159,814.91</b>			
1.	Paper, Multi-purpose, A4 70gsm	300	Ream				
2.	Clip, double binder, 19mm width	50	Box				
3.	Clip, double binder, 25mm width	50	Box				
4.	Data Folder, Long (w/ finger ring, plastic pocket)	500	Pcs				
5.	Disinfectant Spray 454ml	20	Can				
6.	Envelope, expanding Long, 100pcs/bdl	5	Bndl				
7.	Folder, File, Pressboard, Long, green (500pcs/box)	1	Box				
8.	Insect Spray, odorless 500ml	20	Can				
9.	Post-it 2x3	100	Pad				
10.	Post-it 3x3	100	Pad				
11.	Post-it Sign here	200	Pack				
12.	Puncher	10	Pcs				
13.	Tape Dispenser 1"	10	Pcs				
14.	Tape, Cellulose 1"	100	Roll				
15.	Tape, Electrical	20	Roll				
16.	Tape, Cellulose 2"	100	Roll				
17.	File Tab Divider, Long	50	Pack				
18.	Calculator, 12digits	10	Pcs				
19.	Glue, 130g	50	bttl				
20.	Marker, White Board, black	10	box				

<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>						
1. PhilGEPS Certificate or PhilGEPS Registration Number						
2. Mayor's/ Business Permit						
<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: owwancr.procurement@gmail.com</i>						
<b>XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX</b>						
<b>GENERAL CONDITIONS</b>						
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) FACSMILE. Label the envelope with the following: Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No.						
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;						
6. Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);						
7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;						
8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;						
9. Price quoted/submitted on the deadline shall be considered as final and unalterable;						
10. Use of non-discretionary/non-discrimatory 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 liability to the affected bidder or bidders.						
<b>XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX</b>						

**DELIVERY:** 15 days upon receipt of Purchase Order (PO) and Notice to Proceed (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)*

\_\_\_\_\_  
*(Date)*