

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. 2024-09-0102
 DATE: 16-Sep-24

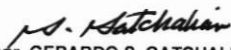
REQUEST FOR QUOTATION / PROPOSAL


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 **23 September 2024 @ 10:00 a.m.**


Engr. GERARDO S. GATCHALIAN
 SAO, PPMD


Nino A. C. Uñca
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 3rd 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 3rd Quarter for CY 2024					
	LOT 1			₱398,715.00		
1.	BALLPEN, Retractable, Ballpoint 0.5mm, Blue & Black	1000	piece			
2.	BATTERY AA, Dry Cell (2pcs/pack)	90	packs			
3.	BATTERY AAA, Dry Cell (2pcs/pack)	90	packs			
4.	BLADE, for general purpose cutter/utility knife	20	tube			
5.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	15	reams			
6.	CLIP, Backfold 25mm	60	box			
7.	CLIP, Backfold 32mm	72	box			
8.	CORRECTION PEN	24	piece			
9.	CUTTER/UTILITY KNIFE, for general purpose	30	piece			
10.	DATA FOLDER made of chipboard with taglia lock, 75mm X 230mm X 380mm, 2.5 clipboard	600	piece			
11.	DISINFECTANT SPRAY, Aerosol 400g (min)	120	can			
12.	ENVELOPE, DOCUMENTARY, for LEGAL size document	3	box			
13.	ENVELOPE, EXPANDING, KRAFT	6	box			
14.	FASTENER, 50 sets/box, non-sharp edge, holds 2" thick document, hole to hole: 7cm	50	box			
15.	FOLDER, FILE MAGAZINE STAND, Box type with cover size: 16" x 10 1/2" x 6"	60	piece			
16.	FOLDER, PRESENTATION, A4 size (50pcs/pack)	6	packs			
17.	FOLDER, PRESENTATION, Legal size (50pcs/pack)	15	packs			
18.	FOLDER, TAGBOARD, A4 size (100pcs/pack)	10	packs			
19.	FOLDER, TAGBOARD, LEGAL size (100pcs/pack)	6	packs			
20.	ILLUSTRATION, BOARD, 762 X 1016mm, 2Ply	10	pcs			
21.	INDEX CARD, 3X5 (ruled both sides) (100pcs/pack)	5	packs			
22.	INDEX CARD, 5X8 (ruled both sides) (100pcs/pack)	5	packs			
23.	INSECTICIDE SPRAY, Aerosol type, 300ml (min)	90	can			
24.	MARKER, Permanent, Black/Blue, bullet type	120	piece			
25.	MARKER, Whiteboard, Black/Blue, bullet type	60	piece			
26.	NOTE PAD, Stick-on 50mm X 76mm (2" x 3")	200	pad			
27.	NOTE PAD, Stick-on 76mm X 100mm (3" x 4")	100	pad			
28.	NOTE PAD, Stick-on 76mm X 76mm (3" x 3")	120	pad			
29.	PAPER CLIP, viny/plastic coated, 33mm	110	box			
30.	PAPER, BOARD Special (10s/pack) 220gsm, Vellum/White	100	packs			
31.	PAPER, PHOTO High Gloss A4, (20s/pack)	60	packs			
32.	PUNCHER, 2-Hole, Heavyduty	5	piece			
33.	RECORD BOOK, 500 pages	80	book			
34.	RUBBER BAND, 50gms No. 1 Multicolor	30	box			
35.	RUBBER BAND, No.18, 350gms	60	box			
36.	RULER, 12" plastic	50	piece			

