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. 2024-09-0105
DATE: 23-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 **30 September 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 OWWA Tokens and Giveaways					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	**S P E C I F I C A T I O N S**	**QTY**	**UNIT**	**APPROVED BUDGET PER LINE ITEM (ABC)**	**UNIT COST (Vat inclusive)**	**TOTAL COST (Vat inclusive)**
	Supply and Delivery of Various OWWA Tokens and Giveaways					
1.	Planner with OWWA Logo Print	500	pcs	₱ 150,000.00		
2.	Luggage Tag with OWWA Logo Print	330	pcs	₱ 33,000.00		
3.	Umbrella with OWWA Logo Print	500	pcs	₱ 140,000.00		
4.	Foldable Bag with OWWA Logo Print	485	pcs	₱ 121,250.00		
5.	Katya Bag with OWWA Logo Print	485	pcs	₱ 72,750.00		
6.	Luggage Cover with OWWA Logo Print	320	sets	₱ 432,000.00		
7.	Gift Wrapper with OWWA Logo Print	1000	pcs	₱ 15,000.00		
8.	Ribbon with OWWA Logo Print	60	rolls	₱ 36,000.00		
	(Please see attached Technical Specifications)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's / Business Permit					
	3. Latest Income / Business Tax Return					
	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
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. 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 the Approved Budget for the 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-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;
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.

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DELIVERY: 3-4 weeks uppon approval of final layout

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