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-2024-11-7071OS Date: 26 November 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 <u>03 December 2024, 10:00a.m.</u>

LORNA R. OBEDOZA Chief, Administrative and Finance Division

PROJEC	CT TITLE/NAME: PROCUREMENT OF COMMON-USE AND O MALS FOR THE 4 <sup>TH</sup> QUARTER OF CY 2024, NOT AVAILABLE	F COMMON-USE AND OTHER OFFICE SUPPLIES AND		DEALER'S/ SUPPLIER'S OFFER		
ITEM	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR	UNIT COST	TOTAL
NO.				CONTRACT (ABC)	Unit Price (VAT Inclusive)	
	PROCUREMENT OF COMMON-USE AND OTHER OFFICE SUPPLIES AND MATERIALS FOR THE 4th QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM			Php 502, 653.42		
	One (1) Lot					
1.	BATTERY, 9 Volts	20	pc.			
2.	BATTERY AA, Dry Cell (2pcs/pack)	200	pc.			
3.	BATTERY AAA, Dry Cell (2pcs/pack)	200	pc.			
4.	CLIP, double/binder, 19mm width	100	box	,		
5.	CLIP, double/binder, 2" width	100	box			
6.	COPY PAPER, A4, 80gsm	800	ream			
7.	DATA FOLDER, LONG (w/ finger ring, plastic pocket: label)	1500	pc.			
8.	Dater D-4	50	рс			
9.	DISINFECTANT SPRAY, 340g	50	can			1000
10.	ENVELOPE, DOCUMENTARY, for LEGAL size document	3	рс			
11.	FOLDER, File, Tagboard, Legal Size (100/packs)	3	pc.			
12.	FOLDER, File, Pressboard, Long (500pcs/box) "US"	3	pc.			
13.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, black	20	pack			
14.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, blue	20	pack			
15.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, red	20	pack			
16.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk,yellow	20	pack			
17.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, pink	20	pack			111111
18.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, green	20	pack			
19.	FOLDER, Hard Plastic (Long, Heavy Duty), 24/pk, white	20	pack			
20.	GLUE, Ordinary (Small)	100	pc.			I SIT
21	INSECTICIDE SPRAY, Aerosol type, 300ml (min)	50	can			

22.	MARKER, Permanent, black, bullet type	100	pcs			
23.	MARKER, Whiteboard, black, bullet type	100	pc.			
24.	MC Cleaner "Wipe out"	50	can			
25.	NOTEBOOK, Steno., "Veco/Advance" 40/60lvs	100	рс		7	
26.	NT CUTTER, Big w/ Blade, good quality	20	рс			
27,	PHOTOPAPER, Glossy, A4, good quality, (20s/pack)	20	ream			
28.	RUBBER BAND (in box) #18, big, 350g	50	box			
29.	RULER, 12" plastic	50	pc			
30.	STAMP PAD, Felt	50	рс			
31.	STAPLE WIRE Remover	30	pc			
32.	HEAVY DUTY STAPLER, good quality	50	unit	N DE		
33.	STICKER PAPER, good quality	50	pck			
34.	STIK-ON "3M"/ Sign Here	300	pck			
35.	STIK-ON PADS, 50mm X 76mm (2X3")	200	pck			
36.	STIK-ON PADS, 76mm X 76mm (3X3")	200	pck			
37.	STORAGE BOX, Peerless, (H60cmxL60cmxW45cm), good quality	300	pc.			
38.	TAPE DISPENSER, good quality	20	unit			
39.	TAPE, Double Adhesive (W/O FOAM)	100	roll			
40.	TAPE, Duct Tape cloth type	50	roll			
41.	TAPE, Electrical	50	roll			
42.	TAPE, Masking, 2" width	100	roll			
43.	TAPE, Packaging, 50mm width	200	roll			
44.	Thumb Tacks	50	bxs			
45.	TIME CARD, for Amano Bundy Clock, 14pts. Imported	100	Bdl			
	Note: Please specify the brand of the item being offered.					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's/ Business Permit					
	3. Income/ Business Tax Return (latest)					
	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					
P	documents through email address: owwancr.procurement@gmail.com xxxxxxxxxxxxxxxxxx NOTHING FO					

## 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) FACSMILE. Label the envelope with the following:

Bidder's Company Name PHILGEPS Reference No.

Project Title/Name

- 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 Approved Budget for 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-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. 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.

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)
Company Tel./ Fax/ Mobile No.
(Data)