

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

P.R. No.: NCR-2024-11-70710S  
Date: 26 November 2024

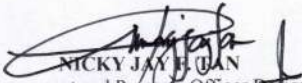
**REQUEST FOR QUOTATION / PROPOSAL**

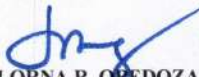
**COMPANY NAME:**

**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 **03 December 2024, 10:00a.m.**

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

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

PROJECT TITLE/NAME: PROCUREMENT OF COMMON-USE AND OTHER OFFICE SUPPLIES AND MATERIALS FOR THE 4 <sup>TH</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)		
	PROCUREMENT OF COMMON-USE AND OTHER OFFICE SUPPLIES AND MATERIALS FOR THE 4 <sup>TH</sup> QUARTER OF CY 2024, NOT AVAILABLE AT PS-DBM			Php 502, 653.42			
	<b>One (1) Lot</b>						
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	pc				
9.	DISINFECTANT SPRAY, 340g	50	can				
10.	ENVELOPE, DOCUMENTARY, for LEGAL size document	3	pc				
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				
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.				
21.	INSECTICIDE SPRAY, Aerosol type, 300ml (min)	50	can				





**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

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*(Company Name)*

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*(Print Name and Signature of Authorized Representative)*

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*(Designation)*

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*Company Tel./ Fax/ Mobile No.*

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*(Date)*