




REQUEST FOR QUOTATION / PROPOSAL

The Overseas Workers Welfare Administration Regional Welfare Office IV-A (OWWA RWO IV-A), through its Administrative and Finance Unit (AFU) herein invites all interested suppliers registered with Philippine Government Electronic Procurement System to quote their lowest price on the items listed below and submit their quotation duly signed by their authorized representative/s not later than **03 February 2025 (Monday)**.

Name of Project : SUPPLY AND DELIVERY OF PLAQUE TO OWWA RWO 4A APPRECIATION LUNCH FOR PARTNERS AND STAKEHOLDERS'

PROJECT TITLE/NAME: Supply and Delivery of Plaques to OWWA RWO 4A Appreciation Lunch for Partners and Stakeholders'					DEALERS'S/SUPPLIER S OFFER	
ITEM NO	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (VAT Inclusive)	TOTAL COST (VAT Inclusive)
1	Crystal Plaque	100	Pcs	240,000.00		
2	Dimensions: <ul style="list-style-type: none"> Overall Height: 8 inches Body Thickness: 1/2 inch 					
3	Base: <ul style="list-style-type: none"> Yellow Glass: accent piece Clear Glass: support and stability 					
4	Design: Engraved text and logo with color, based on the approved layout					
5	Inclusion of Plaque Gift Box					
5	Sample of plaque 					

	(Please see attached Technical Specifications)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or Philgeps Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Tax Return					
	Note: Bidders may also submit their proposal and supporting documents through email address: region4a@owwa.gov.ph					

Location : OWWA RWO IV-A Office, GF Parian Commerce Center II, National Highway, Brgy. Parian, Calamba City, Laguna 4027

Delivery Day : On 07 February 2025

Submission of quotation is on or before 10:00 AM of 03 February 2025 (Monday) at OWWA RWO IV-A – AFU, GF Parian Commerce Center II, National Highway, Brgy. Parian, Calamba City, Laguna. For inquiries, you may contact us at 0962-159-2790/region4a@owwa.gov.ph.

Very truly yours,


MARICYNNEL L. PENIERO
 BAC Chairperson 

Noted By:


ROSARIO C. BURAYAG
 Regional Director