

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-2025-01-0001
 Date: 29 January 2025

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 **05 February 2025, 10:00a.m.**

NICKY J. ...
 Procurement and Property Officer Designate

LORNA R. OBEDOZA
 Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Rental of Ten (10) Heavy Duty Photocopying Machines of OWWA RWO-NCR for CY 2025					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1.	Rental of Ten (10) Heavy Duty Photocopying Machines of OWWA RWO-NCR for CY 2025	1	Lot	180,000.00		
	Period: Ten (10) months machine rental (March 01, 2025 – December 31, 2025)					
	✓ Free consumables and parts replacement					
	✓ Regular On-site checkup / Free service maintenance					
	✓ Machine copy/print speed: 35-45 ppm					
	✓ Acceptable Paper Size: A4, Short, Legal, etc. (supports most if not all paper sizes)					
	✓ Copy/Print Resolution: at least 600 x 600 dpi					
	✓ Free machine hardware and software installation and workstation connectivity up to five (5) desktops					
	✓ Spoilage: 2%					
	✓ Free delivery and installation					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's/ Business Permit					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX						

PROJECT TITLE

Rental of Ten (10) Heavy Duty Photocopying Machines of OWWA RWO-NCR for CY 2025

APPROVED BUDGET FOR THE CONTRACT:

One Hundred Eighty Thousand Pesos (Php 180,000.00)

I. RATIONALE

The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems, and procedure and to ensure the viability of its fund.

To be able to efficiently deliver its services, the OWWA requires a Service Provider who can provide copier services for RWO-NCR and OWWA Satellite offices.

II. TECHNICAL PARAMETERS FOR COPIER

The Service Provider is required to lease Ten (10) copier units as follows:

Digital Multifunctional Copier	No. of Units
1. OWWA – NCR - 2 nd Flr., STWLPC Bldg., Sen. Gil Puyat, Pasay City	2
2. OWWA – Devcen - Solana St., Intramuros, Manila	2
3. OWWA Training Facility – BDO Bldg., Bocobo St., Ermita, Manila	1
4. OWWA Satellite Office – DMW Bldg., Ortigas Ave., Mandaluyong City	1
5. OWWA – NCR Extension – 139 OWWA NCR Bldg., Sen. Gil Puyat, Pasay City	3
6. OWWA Seafarers Hub Mabini St. Malate, Manila	1
Total no. of copiers	10

III. CALCULATION OF CHARGES

- Rental services Charges are computed from the date of installation and acceptance of the copier machine/s as evidenced by the Delivery Receipt Form signed by the OWWA upon installation and acceptance with all the necessary consumables and accessories.
- The OWWA's and OWNER's representatives shall in each month on the date of closing shown on the meter reading card, enter the meter reading for the month in the card and certify thereunto.
- Unit Copy Charge is based on the number of net copies reported monthly on the meter reading card. No minimum copy volume requirement for the ten (10) photocopying machine.

IV. MAINTENANCE SERVICES

- The OWNER will make inspections and adjustments as required keeping the copier machine/s in good working order.
- Replacement parts for the copier machine/s shall be supplied and repairs effected by the OWNER without charge.
- Servicing shall be done from 7:00 am to 7:00 pm, Mondays to Fridays.
- There will be reserved black toners for the 10 units of monochrome machines.
- OWNER will train the OWWA's personnel who will be assigned to operate the copier machine/s free of charge.

V. INSTALLATION


The copier machines shall be installed at a place approved by the OWNER and the OWWA, and when relocating the copier machine, OWWA shall communicate beforehand with the OWNER who shall carry out the relocation; all expenses for such relocation shall be borne out and paid for by OWWA. Should OWWA opt to transport the machine themselves, it is understood that OWWA shall be liable for the damage or loss of the machine including the parts, consumables, and accessories therein.

OWWA shall take care of the copier machine/s and shall not allow unauthorized persons to operate it.

The OWNER shall assist in the networking (LAN) connections of the machines as may be required by OWWA.

This agreement shall commence upon installation of said equipment at the location set forth by the USER, and shall be for the term of Ten (10) months from receipt of the Notice to Proceed. Any renewal or extension shall be by mutual consent of the parties.

Prepared by:


NICKY J. E. TAN
 Procurement and Property Officer Designate

Noted by:


LORNA R. OBEDOZA
 Chief, Administrative and Finance Division

I hereby certify to comply and deliver all the above requirements.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

(Date)