

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-2025-01-0002
Date: 29 January 2025


REQUEST FOR QUOTATION / PROPOSAL

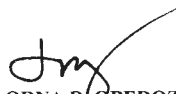
COMPANY NAME:

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 JAY F. JARA
Procurement and Property Officer Designate


LORNA R. OBEDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Purified Drinking Water in 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.	Supply and Delivery of Purified Drinking Water in OWWA RWO-NCR for CY 2025	1	Lot	180,000.00		
	✓ Approved Budget for the Contract (ABC): Php 180,000.00					
	✓ Period: Eleven (11) months (February 1 – December 31, 2025)					
	✓ Minimum of Eighteen (18) stages					
	✓ Provision of twenty (16) hot and cold-water dispensers and containers free of charge but to be returned after the termination of contract					
	✓ Regular on-site checkup / maintenance of dispensers once a month or as need arises					
	✓ Delivery of water gallons on a weekly basis @100 gallons per week, distributed to various offices of OWWA RWO-NCR.					
	<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					
	3. Income/ Business Tax Return (latest)					
	<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: owwanocr.procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						

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 quotations 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
 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 Approved Budget for 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: within 5 days upon receipt of Notice to Proceed (NTP)/ Contract

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)

PROJECT TITLE:

One (1) Lot – Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2025

APPROVED BUDGET FOR THE CONTRACT:

One Hundred Eighty Thousand Pesos (Php 180,000.00)

PURPOSE:

To provide purified drinking water for officials, staff, clients and visitors at the OWWA-NCR Building located at the Sen. Gil Puyat Avenue in Pasay City, OWWA BFO Development Center Building in Manila, to include OWWA Satellite Office at the Department of Migrant Workers in Mandaluyong City and at the Assistance Counters located in the Ninoy Aquino International Airport Terminals (NAIA Terminal 1) and OWWA – Bocobo, Manila.

I. SCOPE OF WORK

1. Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2025.
2. Provide a maximum of twenty (16) hot and cold dispensers and free use of all containers but to be returned after termination of contract.
3. Conduct regular maintenance and servicing of the dispenser once a month or as the need arises.

Maintenance services shall include the following:

- a. Check-up bottles and part of dispenser
- b. Immediate replacement of parts in case of minor defects, or
- c. Immediate replacement of the whole unit in case of a major breakdown.

II. TECHNICAL SPECIFICATIONS

1. Minimum of eighteen (18) stages of water purification system.
2. The following requirements are included in the proposal prior to the approval and acceptance of offer:
 - a. DTI/SEC, Mayor's Permit / Municipal License and BIR
 - b. Tax Clearance, Latest ITR & Business Tax
 - c. Physical and chemical analysis from one (1) DOH Accredited Laboratory Service Company
 - d. Water Microbiological Test reform from One (1) DOH Accredited Laboratory Service Company
 - e. Sanitary permit from the Local Government Unit

III. WARRANTY AND DELIVERY

1. To supply guaranteed, safe, clean and purified drinking water free from any chemicals which may be harmful to human health.
2. Every first and third week of the month during office hours.


IV. TERMS OF PAYMENT

Monthly billing payable within fifteen (15) days after receipt of billing statement for actual delivered purified drinking water.

Prepared by:


NICKY JA. FITAN
Procurement and Property Officer Designate

Noted by:


LORNA ROBEDOZA
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)