## 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-2025-02-0003 Date: 06 February 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 13 February 2025, 10:00a.m.

(Digitally Sgd.)
NICKY JAY F. TAN
Procurement and Property Officer Designate

(Digitally Sgd.) LORNA R. OBEDOZA Chief, Administrative and Finance Division

	CT TITLE/NAME: PROPOSAL FOR THE SUPPLY AND DE ORPORATE GIVEAWAYS	LIVERY	Y OF VA	RIOUS OWWA-	DEAL SUPPLIER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM •	UNIT COST Unit Pric	TOTAI
7.0.25.5.				(ABC)	Inclu	
1.	SUPPLY AND DELIVERY OF VARIOUS OWWA-NCR CORPORATE GIVEAWAYS					
	Lot 1			Php 165,000.00		
	UMBRELLA, Automatic with UV/Sun Protection and Wind Proof, Two (2) Fold with OWWA NCR Logo Print	300	Pcs			
	UMBRELLA, Double Canopy with UV/Sun Protection and Wind Proof with OWWA NCR Logo Print	300	Pcs			
	Lot 2			Php 235,000.00		
	1. FOLDABLE TOTE BAG, with OWWA NCR Logo Print	300	Pcs			
	2. LEATHERETTE TOTE with engrave OWWA NCR Logo	300	Pcs			
	Lot 3					
	PLANNER with engrave OWWA NCR Logo	300	Pcs	Php 90,000.00		
	(Please see attached Technical Specifications)  Note: Bidders shall provide sample of the item subject for the approval of the end-user.					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's/ Business Permit					
	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 documents through email address:
	owwancr.procurement@gmail.com
	XXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXX
GEN	ERAL 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.
. 88	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-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.
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. 

**DELIVERY:** 3-4 weeks upon approval of final layout **TERMS OF PAYMENT:** Government Terms **PRICE VALIDITY:** 60 days from date of quotation/proposal

	(Company Name)
(Print Nan	ne and Signature of Authorized Representative)
	(Designation)
Сотр	pany Tel./Fax/Mobile No.
	(Date)

## PROPOSAL FOR THE SUPPLY AND DELIVERY OF VARIOUS OWWA-NCR CORPORATE GIVEAWAYS

ITEM DESCRIPTION	QUANTITY	
Lot 1		
UMBRELLA, Automatic with UV/Sun Protection and Wind Proof, Two (2) Fold with OWWA NCR Logo Print  Type: Two (2) folds Color: Red, White, and Blue Material: Nylon Size: Standard 23 inches Process: Direct to Film Printing Print: 1 Side, Full Color Print Print size: 4 inches Finishing: Individual Plastic/ Pouch	300 pcs	6
UMBRELLA, Double Canopy with UV/Sun Protection and Wind Proof with OWWA NCR Logo Print  ✓ Type: Double Canopy ✓ Color: Red, White, and Blue ✓ Material: Nylon ✓ Size: 131 cm long, 101cm diameter ✓ Process: Direct to Film Printing ✓ Print: 1 Side, Full Color Print ✓ Print size: 4 inches ✓ Finishing: Individual Plastic/Pouch	300 pcs	(A)

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

(Company Name)	
(Print Name and Signature of A Representative)	uthorized
(Designation)	
(Date)	

ITEM DESCRIPTION	QUANTITY	
Lot 2		
<ul> <li>✓ Color: Red, White, and Blue</li> <li>✓ Material: Canvas</li> <li>✓ Bag Closure: snap button</li> <li>✓ Print: Direct to Print logo</li> <li>✓ Design size: 3inches</li> <li>✓ Size: 18" x 15" x 2" (HWL)</li> </ul>	300 pcs	
✓ With handle ✓ Color: Dark Brown ✓ Size: 68cm x 34cm x 38cm (HWL) ✓ With inside pocket	300 pcs	

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

(Company Name)
(Print Name and Signature of Authoriz Representative)
(Designation)
(Date)

ITEM DESCRIPTION	QUANTITY	
Lot 3		
PLANNER with engrave OWWA NCR Logo  ✓ Color: Blue ✓ Material: Leather ✓ Size: 180mm x 120mm (HW) ✓ Planner Closure: snap button ✓ With gift box and tag ✓ Design provided by client	300 pcs	

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

(Print Name and Signature of Authorized Representative)
(Designation)



















