Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

> P.R. No. 2025-02-0006 DATE: 7-Feb-25

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest 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, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than <u>13 February 2025 @ 10:00 a.m.</u>

Supply Officer

NIMPA C. UNICA OIC, PPMD

and broad	TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery Isheets)	DEALER'S/SUPPLIER'S OFFER				
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Supply and Delivery of Newspapers Subscription (tabloids and broadsheets)	1	lot	₱ 800,358.00		
	Philippine Daily Inquirer	11900	pcs			
	Philippine Star	9029	pcs			
	Manila Bulletin	8246	pcs			
	Manila Standard Today	1148	pcs			
	Manila Times	730	pcs			
	Malaya	522	pcs			
	Daily Tribune	1095	pcs			
	Business Mirror	365	pcs			
	Abante	730	pcs			
	Abante Tonite	1095	pcs			
	Bulgar	1095	pcs			
	Тетро	730	pcs			
	Peoples Tonight	730	pcs			
	Peoples Journal	730	pcs			
	Pilipino Star Ngayon	1774	pcs			
	Police Files	1095	pcs			
	(Please see attached Terms of Reference)					
	Attached is the Newspaper Distribution List					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's / Business Permit					
	3. Income/Business Tax Return (latest)					
	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: procurement@owwa.gov.ph					

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 quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. 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 the Approved Budget for the 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.

DELIVERY: within five (5) days upon receipt of NTP/Contract

TERMS OF PAYMENT: monthly basis within 15 days upon receipt of Statement of Account (SOA) with original Delivery Receipt (DR)

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

OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg. 7th St. cor. Harrison St., Pasay City

NEWSPAPER SUBSCRIPTION (JANUARY TO DECEMBER 2025)

LOCAL NEWSPAPERS	FREQUENCY	QTY	UNIT PRICE	NO. OF DAYS	AMOUNT
Philippine Daily Inquirer	Mon-Fri	44		261	
	Saturday	4		52	
	Sunday	4		52	
Philippine Star	Mon-Fri	33		261	
	Saturday	4		52	
	Sunday	4		52	
Manila Bulletin	Mon-Fri	30		261	
	Saturday	4		52	
	Sunday	4		52	
Manila Standard	Mon-Fri	4		261	
Manila Standard	Saturday	2		52	
Manila Times	Mon-Sun	2		365	
Malaya	Mon-Fri	2		261	
Daily Tribune	Mon-Sun	3		365	
Business Mirror	Mon-Sun	1		365	
Abante	Mon-Sun	2		365	
Abante Tonite	Mon-Sun	3		365	
Bulgar	Mon-Sun	3		365	
Тетро	Mon-Sun	2		365	
Peoples Tonight	Mon-Sun	2		365	F23
Peoples Journal	Mon-Sun	2		365	
Pilipino Star Ngayon	Mon-Fri	6		261	
Pilipino Star Ngayon	Sat-Sun	2		104	
Police Files TONITE	Mon-Sun	3		365	

TOTAL

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF NEWSPAPERS TO THE OVERSEAS WORKERS WELFARE ADMINISTRATION

I. SCOPE	This bid represents the requirements of the Overseas Workers Welfare Administration (OWWA) for the delivery of daily newspapers. The contract will be from the period of January 1 , 2025 to December 2025.	
II. QUANTITY	The number of newspapers to be delivered for the duration of the contract is approximately 41,014. In some cases, the quantity may increase e.g. when the management requests for additional copy, etc. Price changes will only be allowed when a publisher's price has increased. Proof regarding this increase must be provided.	
III. DELIVERY OF SERVICES.	Newspapers must be delivered before 5:30 A.M. every morning (Saturdays Sundays including Public Holidays).	
	The successful bidder must count, check, sign and register the newspapers supplied with the agency's security personnel by providing the copy of delivery receipt to ensure that the correct quantities are delivered. The successful bidder must provide the name and contact details of the person who will be responsible for newspaper delivery.	
IV. GENERAL REQUIREMENT	The bidder must have a proven experience in the supply and delivery on newspapers, thus must supply the following:	
	 a. Detailed information on experience and number of years in the supply and delivery of newspapers; b. Comprehensive list of clients in the supply and delivery of newspapers for the past five (5) years with their respective contact details and; c. The supplier should be duly registered with PHILGEPS. 	
V. BUDGETARY REQUIREMENT	The approved budget for the supply and delivery of newspaper is EIGHT HUNDRED THOUSAND THREE HUNDRED FIFTY-EIGHT PESOS ONLY (Php800,358.00).	
VI. FUND SOURCE	Approved 2025 ASMD FUND	
VII. TERMS OF PAYMENT OWWA shall pay the successful bidder on a monthly basis, fifteen (15) upon receipt of statement of account together with the original de receipt.		
PREPARED BY	ANTHONY M. BUENDIA OVWO III, ASMD	
REQUESTED BY	MICHAEL JEROME G. MABANAG Officer-In-Charge, ASMD	
CERTIFIED FUND AVAILABLE	MARIA GIEZL T. LANUZA Officer-in-Charge, Accounting Division fmount. & 200, 358; 10 / January Ol- Deum ber 2025	
RECOMMENDING APPROVAL	EMMA V. SINCLAIR HUM Deputy Administrator for Administration and Fund-Management	
APPROVED	Mar	
	ARMALDO A. IGNACIO Administrator	