

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**

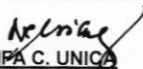
COMPANY NAME:

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 **13 February 2025 @ 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

  
**NIMPA C. UNICA**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery of Newspapers Subscription (tabloids and broadsheets)					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	P 800,358.00		
	<i>Philippine Daily Inquirer</i>	11900	pcs			
	<i>Philippine Star</i>	9029	pcs			
	<i>Manila Bulletin</i>	8246	pcs			
	<i>Manila Standard Today</i>	1148	pcs			
	<i>Manila Times</i>	730	pcs			
	<i>Malaya</i>	522	pcs			
	<i>Daily Tribune</i>	1095	pcs			
	<i>Business Mirror</i>	365	pcs			
	<i>Abante</i>	730	pcs			
	<i>Abante Tonite</i>	1095	pcs			
	<i>Bulgar</i>	1095	pcs			
	<i>Tempo</i>	730	pcs			
	<i>Peoples Tonight</i>	730	pcs			
	<i>Peoples Journal</i>	730	pcs			
	<i>Pilipino Star Ngayon</i>	1774	pcs			
	<i>Police Files</i>	1095	pcs			
	<i>(Please see attached Terms of Reference)</i>					
	<i>Attached is the Newspaper Distribution List</i>					
	<b>Additional Documentary Requirements must be submitted upon submission of offer:</b>					
	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: <a href="mailto:procurement@owwa.gov.ph">procurement@owwa.gov.ph</a>					



**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 Tonight	Mon-Sun	3		365	
Bulgar	Mon-Sun	3		365	
Tempo	Mon-Sun	2		365	
Peoples Tonight	Mon-Sun	2		365	
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*

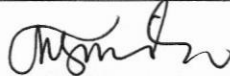

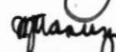
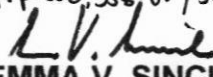
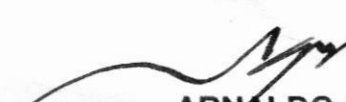
\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Company Tel./Fax/Mobile No.*

\_\_\_\_\_  
*Date*

**TERMS OF REFERENCE**

**SUPPLY AND DELIVERY OF NEWSPAPERS TO THE OVERSEAS WORKERS WELFARE ADMINISTRATION**

<b>I. SCOPE</b>	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 <b>January 1, 2025 to December 2025</b> .
<b>II. QUANTITY</b>	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.
<b>III. DELIVERY OF SERVICES.</b>	<p>Newspapers must be delivered before 5:30 A.M. every morning (Saturdays; Sundays including Public Holidays).</p> <p>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.</p>
<b>IV. GENERAL REQUIREMENT</b>	<p>The bidder must have a proven experience in the supply and delivery of newspapers, thus must supply the following:</p> <ul style="list-style-type: none"> <li>a. Detailed information on experience and number of years in the supply and delivery of newspapers;</li> <li>b. Comprehensive list of clients in the supply and delivery of newspapers for the past five (5) years with their respective contact details and;</li> <li>c. The supplier should be duly registered with PHILGEPS.</li> </ul>
<b>V. BUDGETARY REQUIREMENT</b>	The approved budget for the supply and delivery of newspaper is <b>EIGHT HUNDRED THOUSAND THREE HUNDRED FIFTY-EIGHT PESOS ONLY (Php800,358.00)</b> .
<b>VI. FUND SOURCE</b>	Approved 2025 ASMD FUND
<b>VII. TERMS OF PAYMENT</b>	OWWA shall pay the successful bidder on a monthly basis, fifteen (15) days upon receipt of statement of account together with the original delivery receipt.
<b>PREPARED BY</b>	 <b>ANTHONY M. BUENDIA</b> OWWO III, ASMD
<b>REQUESTED BY</b>	 <b>MICHAEL JEROME G. MABANAG</b> Officer-In-Charge, ASMD
<b>CERTIFIED FUND AVAILABLE</b>	 <b>MARIA GIEZL T. LANUZA</b> Officer-in-Charge, Accounting Division
<b>RECOMMENDING APPROVAL</b>	<p align="center">Amount: P 800,358.00 / January 01- December 2025</p>  <b>EMMA V. SINCLAIR</b> <i>HEM</i> Deputy Administrator for Administration and Fund Management
<b>APPROVED</b>	 <b>ARNALDO A. IGNACIO</b> Administrator <i>AI</i>