

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. 2025-02-0008
 DATE: 10-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 **18 February 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


NIMFA C. UMICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Printing and Delivery of Various Information, Education and Communication (IEC) Materials					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Printing and Delivery of Various Information, Education and Communication (IEC) Materials	1	lot	₱ 1,000,000.00		
	<i>Technical Specifications:</i>					
	OWWA ACCOMPLISHMENT REPORT (MAGAZINE)					
	SET A - 2024 ANNUAL REPORT	100	PCS			
	- 26 Pages including cover and back pages					
	- Full Color					
	- Digital Printing					
	- Hardbound					
	- Size: A4 - 8.5 x 11 inches					
	SET B - 2019-2022 ACCOMPLISHMENT REPORT	100	PCS			
	- 26 Pages including cover and back pages					
	- Full Color					
	- Digital Printing					
	- Hardbound					
	- Size: A4 - 8.5 x 11 inches					
	SET C - 2023 ANNUAL REPORT WITH AUDITED FINANCIAL STATEMENT	25	PCS			
	- 26 Pages including cover and back pages					
	- Full Color					
	- Digital Printing					
	- Hardbound					
	- Size: A4 - 8.5 x 11 inches					
	OWWA FLYERS	281,250	PCS			
	- Full Color					
	- Two side Print					
	- Size: A4 - 8.5 x 13 inches (2 folds 3 panels)					
	- Stock: at least minimum of C2S 80gsm - 90 gsm					
	OWWA POSTERS					
	SET A	2000	PCS			
	- Full Color					
	- One side Print					
	- Size: A4 - 18.5 x 24.5 inches					
	- Stock: at least minimum of C2S 220gsm - 240gsm					

TERMS OF REFERENCE FOR PROCUREMENT




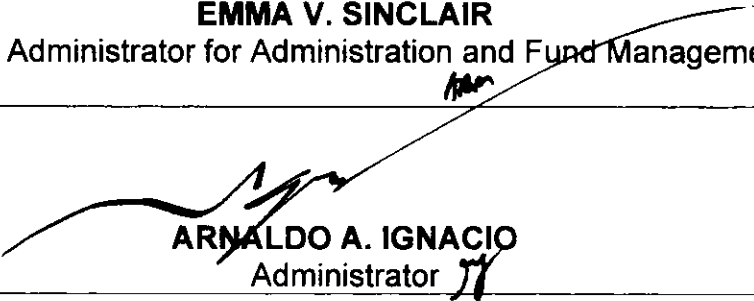
January 20, 2025

ITEM	Printing of Information, Education, and Communication Materials (IEC Materials)
START DATE	May to June, 2025
BACKGROUND	<p>The Overseas Workers Welfare Administration (OWWA) is dedicated to promoting the welfare and well-being of Overseas Filipino Workers (OFWs) and their families. As part of its mandate, OWWA provides timely and relevant information about its programs, services, and accomplishments to empower OFWs and ensure their access to assistance and support.</p> <p>To enhance its communication efforts, OWWA requires the production of high-quality Information, Education, and Communication (IEC) materials. These materials, including flyers, posters, and accomplishment reports, serve as vital tools for disseminating information and showcasing the organization's impact. By effectively reaching stakeholders, these materials help reinforce OWWA's commitment to transparency, accessibility, and service excellence.</p> <p>This Terms of Reference outlines the requirements for the printing of OWWA's IEC materials, ensuring compliance with quality standards, timely delivery, and cost efficiency to achieve the organization's communication objectives.</p>
OBJECTIVE	<ol style="list-style-type: none">1. Enhance Stakeholder Awareness - To produce high-quality Information, Education, and Communication (IEC) materials that effectively communicate OWWA's programs, services, and accomplishments to its stakeholders, including OFWs and their families.2. Ensure Timely Dissemination - To facilitate the timely printing and delivery of IEC materials, enabling OWWA to promptly share relevant and up-to-date information.3. Promote Transparency and Accountability - To utilize professionally printed accomplishment reports to highlight OWWA's initiatives, ensuring transparency and accountability to stakeholders and the public.
PROJECT DESCRIPTION	<p>The project involves the printing of Information, Education, and Communication (IEC) materials for the Overseas Workers Welfare Administration (OWWA). These materials include flyers, posters, and accomplishment reports designed to effectively disseminate information about OWWA's programs, services, and achievements to Overseas Filipino Workers (OFWs) and their families.</p> <p>The project aims to ensure the production of high-quality and professionally printed materials that align with OWWA's communication objectives, enabling the organization to enhance stakeholder awareness, promote transparency, and deliver timely information. The selected service provider will be responsible for printing and delivering the materials in compliance with OWWA's standards for quality, design, and cost efficiency.</p>
RESPONSIBILITIES OF OWWA THRU THE ASMD	<ol style="list-style-type: none">1. PROVISION OF LAYOUTS - The Advocacy and Social Marketing Division (ASMD) shall provide the final and approved layouts for all required materials (flyers, brochures, accomplishment reports, etc.) at least sixty (60) calendar days prior to the scheduled delivery date of each item.2. COORDINATION AND OVERSIGHT - The ASMD will serve as the primary point of contact for the project, ensuring clear communication between OWWA and the service provider regarding specifications, timelines, and other requirements.
RESPONSIBILITIES OF THE PRINTING CONTRACTOR	<ol style="list-style-type: none">1. The PRINTING CONTRACTOR through the supervision of the head of ASMD will be responsible for the printing/production of the IEC materials of OWWA programs, services, benefits, and accomplishment reports properly documented as to date and time of printing/production and the delivery to OWWA within the number of days stipulated after the awarding of notice to proceed;

2. The **PRINTING CONTRACTOR** shall submit to ASMD, for approval, sample of printed material for proofing before production of the required number:

SPECIFICS	TARGET DATE OF DELIVERY	QUANTITY	REQUIREMENT	PROPOSED BUDGET
OWWA Accomplishment Report (Set A – “2024 Annual Report”)	May of 2025	100 Pcs	26 Pages including the cover and back pages, A4, Hardbound, Colored Print @ 1,500 / Copy	P150,000
OWWA Accomplishment Report (Set B – “2019 – 2022 Accomplishment Report”)	May of 2025	100 Pcs	26 Pages including the cover and back pages, A4, Hardbound, Colored Print @ 1,500 / Copy	P150,000
OWWA Accomplishment Report (Set C – “2023 Annual Report with Audited Financial Statement”)	May of 2025	25 Pcs	26 Pages including the cover and back pages, A4, Hardbound, Colored Print @ 1,500 / Copy	P37,500
Flyers	June of 2025	281,250 Pcs	Full colors Size: 8.5" x 13" (2 fold 3 panels) Two-side print Stock: at least minimum of C2S 80gsm – 90gsm / 2.00 per Pc	P562,500
Posters (Set A – 2,000pcs and Set B – 2,000pcs)	June of 2025	4,000 pcs	Full colors Size: 18.5" x 24.5" One-side print Stock: at least minimum of C2S 220gsm-240gsm / 25.00 / Pc	P100,000
GRAND TOTAL:				P1,000,000.00

3. The **PRINTING CONTRACTOR** should provide at least 3 references of successfully delivered or completed contracts of similar magnitude, similar requirements as proof of their competency;

	<p>4. The PRINTING CONTRACTOR must have no pending commitment to OWWA and no unsatisfactory ratings incurred from their previous projects with OWWA;</p> <p>5. All proposals must include samples with complete specifications or label as to what GSM and or Paper Quality is being offered and as specified in the technical specifications to show quality of services being offered.</p>
BUDGETARY REQUIREMENTS	For the services rendered, OWWA will pay the PRINTING CONTRACTOR the amount of ONE MILLION PESOS ONLY (Php 1,000,000.00) for the printing of the abovementioned materials to be charged against ASMD budget, inclusive of all applicable taxes.
GRAND TOTAL	P1,000,000.00
FUND SOURCE	Approved FY2025 GAA FUND
TERMS OF PAYMENT	OWWA shall process the payment to the printing contractor upon delivery of each IEC materials per delivery schedule as specified in the Technical Specifications .
DELIVERY PERIOD	All the IEC Materials should be delivered from May to June of 2025
REQUESTED BY	 MICHAEL JEROME G. MABANAG OIC, ASMD
CERTIFIED FUND AVAILABLE	 MARIA GIEZL T. LANUZA Officer-in-Charge, Accounting Division Amount: ₱1,000,000.00 / May-June 2025
RECOMMENDING APPROVAL	 EMMA V. SINCLAIR Deputy Administrator for Administration and Fund Management
APPROVED	 ARNALDO A. IGNACIO Administrator

OSN: 2025-01-176