

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. 2025-02-0016
 DATE: 25-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 **04 March 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


NIMPAC UNISA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 1st Quarter for CY 2025					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
Supply and Delivery of Various Office Supplies for 1st Quarter for CY 2025						
LOT 1					₱ 275,100.00	
1.	AIR FRESHENER, 320ml	100	can			
2.	BALLPEN, BALLPOINT (BLUE/BLACK)	500	pc			
3.	BATTERY AA, Dry Cell (2pcs/pack)	60	pack			
4.	BATTERY AAA, Dry Cell (2pcs/pack)	60	pack			
5.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	20	ream			
6.	CARBON FILM, A4 (size 210mm x 297mm)	5	pack			
7.	CLIP, BACKFOLD, all metal, clamping: 32mm	60	box			
8.	CLIP, BACKFOLD, all metal, clamping: 50mm	60	box			
9.	CORRECTION PEN, metal tip, 12ml	20	pc			
10.	DISINFECTANT SPRAY, aerosol type, 510 grams	100	can			
11.	GLUE, MULTI-PURPOSE, 240g	30	pc			
12.	ENVELOPE, Documentary, A4, (500pcs/box)	5	box			
13.	ENVELOPE, Documentary, LEGAL, (500pcs/box)	5	box			
14.	ERASER, FELT, for blackboard/whiteboard	10	pc			
15.	FASTENER, Metal, non-sharp edges, (50sets/box)	60	box			
16.	FLASH DRIVE, 32GB capacity	30	pc			
17.	FOLDER, FILE MAGAZINE STAND, box type with cover 16" x 10 1/2" x 6"	150	pc			
18.	FOLDER, PRESENTATION, A4 (50pcs/pack)	5	pack			
19.	FOLDER, PRESENTATION, LEGAL (50pcs/pack)	5	pack			
20.	FOLDER, PRESSBOARD, A4 (100pcs/pack)	5	pack			
21.	FOLDER, PRESSBOARD, LEGAL (100pcs/pack)	5	pack			
22.	FOLDER, TAGBOARD, A4 (100pcs/pack)	5	pack			
23.	FOLDER, TAGBOARD, LEGAL (100pcs/pack)	5	pack			
24.	GLUE, ALL PURPOSE, gross weight: 200 grams min	15	pc			
25.	ILLUSTRATION BOARD, 762 X 1016mm, 2ply	10	pc			
26.	INSECTICIDE, aerosol type, 500ml	100	can			
27.	MARKER, PERMANENT, bullet type, black/blue	100	pc			
28.	MARKER, WHITEBOARD, black/blue, felt tip, bullet type	100	pc			
29.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	80	pad			
30.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	80	pad			
31.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	80	pad			
32.	PAPER, Photo A4, 20s/pack (200gsm)	100	pack			
33.	PAPER BOARD, SPECIAL 220gsm (20's/pack) Vellum/White	100	pack			
34.	PUNCHER, paper, heavy duty, with two hole guide	5	pc			
35.	PUSH PIN (100's/box) assorted colors	15	pack			

LOT 1

ITEM NO. 10 - Technical specification for DISINFECTANT SPRAY

SCOPE

Disinfectant spray for killing viruses and bacteria in aerosol form.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of disinfectant spray are:

- Harmful emissions related to the use and production of disinfectant spray;
- Aquatic toxicity due to the use of disinfectant spray;
- Resource consumption related to the packaging and production;
- Generation of waste and packaging.

The GPP approach should cover therefore:

- Purchase products with a restricted amount of hazardous substances;
- Purchase products which biodegrade and are environmentally innocuous;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging;
- Safe disposal of final products.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.

LOT 2

ITEM NO. 5 - Technical specification for MULTICOPY PAPER

SCOPE

Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of multicopy paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicopy paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.