





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, Regional Welfare Office IV-B (MIMAROPA) 8th 4lr, Marc 2000 Towers, Malate Manila not later than **05 March 2025 @ 5:00 p.m.**


Lourisse V. Dulfo
 Supply Officer


GERALD "DINDI" M. TAN
 Regional Director

PROJECT TITLE/NAME: Proposal for 36 pieces of Polo Shirt with embroidered logo on front left chest for Strategic Planning of OWWA 4B Personnel					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	POLO SHIRT FOR STRATEGIC PLANNING OF OWWA 4B PERSONNEL			₱23,400.00		
1	BW PP - Royal Blue (XS)	3	pieces			
2	BW PP - Royal Blue (S)	7	pieces			
3	BW PP - Royal Blue (M)	12	pieces			
4	BW PP - Royal Blue (L)	9	pieces			
5	BW PP - Royal Blue (XL)	2	pieces			
6	BW PP - Royal Blue (2XL)	3	pieces			
	LOGO DESIGN: EMBROIDERY PER SHIRT (MONOCHROME) - NEW OWWA LOGO 2.5x2.75 inches					
	PLACEMENT: FRONT LEFT CHEST					
	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)					
	4. BIR Registration					
	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: region4b@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: Goods must be delivered on or before March 21, 2025.
TERMS OF PAYMENT: Check payment upon pick-up/ delivery of items
PRICE VALIDITY:

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.