



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 REGIONAL WELFARE OFFICE IV-B (MIMAROPA)
 Unit 8-C, 8th Floor, Marc 2000 Tower, 1973 Taft Ave. cor. San Andres St., Malate, Manila 1004
 Tel# 8353-9018

P.R. No. 2025-03-0026
 DATE: 5-Mar-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, Regional Welfare Office IV-B (MIMAROPA) 8th 4tr, Marc 2000 Towers, Malate Manila not later than **13 March 2025 @ 5:00 p.m.**

Ma. Lourdes V. Dulfo
 Supply Officer

GERALD DINO M. TAN
 Regional Director

PROJECT TITLE/NAME: Proposal for One Hundred (100) Customized Jackets for "CY 2025 PROGRAM REVIEW AND ASSESSMENT, AND ANNUAL PLANNING WORKSHOP" on April 22-26, 2025 in Puerto Princesa City, Palawan					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	CORPORATE JACKETS			P 150,000.00		
1.	Activity Jacket of Participants -Two-Color (Blue and Dark Grey) -Embroidered logo of OWWA (One Color Black or Gray) -Rubberize Print or High Quality Heat Press Sleeve Design -Collared with Side Pockets (Left and Right) -Twill (Lightweight) or Tropical Wool -Size Availability with measurement (S,M,L,XL,XXL, and XXXL)	84	PIECE			
2.	Activity Jacket of Secretariat -Two-Color (Red and Dark Grey) -Embroidered logo of OWWA (One Color Black or Gray) -Rubberize Print or High Quality Heat Press Sleeve Design -Collared with Side Pockets (Left and Right) -Twill (Lightweight) or Tropical Wool -Size Availability with measurement (S,M,L,XL,XXL, and XXXL)	16	PIECE			
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 before April 16, 2025.

TERMS OF PAYMENT: shall process the payment after the activity and delivery of all requirements

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