



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# 8353-9016

P.R. No. 2025-03-0033
 DATE: March 6, 2025

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 flr, Marc 2000 Towers, Malate Manila not later than **13 March 2025 @ 5:00 p.m.**

Lourisse V. Dulfo
Lourisse V. Dulfo
 Supply Officer

Gerald "Dindi" M. Tan
GERALD "DINDI" M. TAN
 Regional Director

PROJECT TITLE/NAME: Proposal for the workshop kit to be used by participants during the "CY 2025 PROGRAM REVIEW AND ASSESSMENT, AND ANNUAL PLANNING WORKSHOP" on April 22-26 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)
	WORKSHOP KIT			₱ 117,000.00		
1	DUFFLE BAG Canvas zippered with synthetic leather accent wrap around strap and short handle With adjustable long handle 7" x 16" x 8" (with Molded Print of OWWA Logo)	90	PIECE			
2	NOTEBOOK WITH PEN Leather cover, Acid free, ivory colored paper 14.8cm x 21cm 0.5mm ballpoint tip Black Ink 14cm x 1.2cm (with Molded Print of OWWA Logo)	90	SET			
3	BAG TAG 2.2 inches x 4.2 inches with round lock Synthetic leather	90	PIECE			
4	LEATHER PASSPORT HOLDER Synthetic leather with 2 card sloth and belt lock 8.25" x 5.5" (with Molded Print of OWWA Logo)	90	PIECE			
5	LEATHER CLUTCH BAG Synthetic Leather with wrist strap. Zippered, 2.5" x 8" (with Molded Print of OWWA Logo)	90	PIECE			
6	Alcohol w/ Holder Leather holder with hook, 60ml of alcohol (with Molded Print of OWWA Logo)	90	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						

