

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. 2025-03-0023
 2025-03-0024
 DATE: 10-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, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **17 March 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Equipment					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
LOT 1 - CY 2024 CONTINUING GAA FUND						
1.	3-HOLE PUNCHER	3	units	₱3,000.00		
2.	PAPER CUTTER	2	units	₱10,000.00		
3.	AIR PURIFIER	7	units	₱84,000.00		
4.	MICROWAVE OVEN	1	unit	₱10,000.00		
5.	REFRIGERATOR	2	units	₱40,000.00		
6.	REFRIGERATOR	1	unit	₱15,000.00		
7.	PAPER SHREDDER	1	unit	₱48,000.00		
8.	PAPER SHREDDER	1	unit	₱34,820.00		
9.	PAPER SHREDDER	1	unit	₱45,000.00		
LOT 2 - CY 2025 BUDGET						
1.	BINDING MACHINE	1	unit	₱20,000.00		
2.	LAMINATING MACHINE	1	unit	₱4,000.00		
3.	NUMBERING MACHINE	1	unit	₱9,000.00		
4.	PAPER CUTTER	1	unit	₱1,000.00		
5.	REFRIGERATOR	1	unit	₱25,000.00		
6.	PAPER SHREDDER	1	unit	₱15,000.00		
7.	PAPER SHREDDER	1	unit	₱45,000.00		
<i>(Please see attached Technical Specifications)</i>						
Additional Documentary Requirements must be submitted upon submission of offer:						
1. PhilGEPS Certificate or PhilGEPS Registration Number						
2. Valid Mayor's / Business Permit						
3. Latest Income Tax Return / Business Tax Return						
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: procurement@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.

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DELIVERY: 30 calendar days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

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

TECHNICAL SPECIFICATIONS

**VARIOUS SEMI-EXPENDABLES FOR OFFICE EQUIPMENT
LOT 1 - (CY 2024 CONTINUING GAA FUND)**

ITEM NO.	DESCRIPTION	QTY	APPROVED BUDGET PER ITEM	TOTAL BUDGET PER ITEM	BID OFFER / MODEL
1.	3-HOLE PUNCHER <ul style="list-style-type: none"> ● Heavy duty punch ● Extra large handle of all metal construction ● Adjustable for 30 sheets ● Lever lock for easy storage ● Metal gauge with scale ● Punch capacity: 30 sheets 	3	1,000.00	3,000.00	
2.	PAPER CUTTER <ul style="list-style-type: none"> ● Size/s: A5 / B5 / A4 / B4 / A3 ● Base: Wood ● Adjustable for different cutting size ● For paper, postcard and photo sizes ● Use to cut card, photo paper, foil paper and etc. 	2	5,000.00	10,000.00	
3.	AIR PURIFIER <ul style="list-style-type: none"> ● HEPA Filter 26m² ● Sensor, Odor ● Eliminates bacteria and viruses in the air ● 3D circulation flow ● Side airflow and front to remove pollutants ● Clean Air Delivery rate ● Direct Current (DC) motor ● Coverage Area ● Specifications: 26m² (Applicable Area) ● Ionizer nanoe™ ● At least one (1) year warranty 	7	12,000.00	84,000.00	
4.	MICROWAVE OVEN <ul style="list-style-type: none"> ● Microwave Convenience Cooking Controls ● Cancel/Off ● Sound On/Off ● Start/Pause ● Timer On/Off ● Electronic Digital Display with Clock ● Glass Turntable ● Defrost Function ● At least one (1) year warranty 	1	10,000.00	10,000.00	
5.	REFRIGERATOR <ul style="list-style-type: none"> ● Two Door, 7 cu. ft ● Top Freezer ● Direct Cool Inverter ● Econavi Sensors ● Jumbo Freezer ● Excellent Cooling Performance ● Electronic Temperature Control ● Built-in Deodorizers ● At least one (1) year warranty <p>Green Specifications (Green Public Procurement)</p> <p>PRODUCT SPECIFICATIONS:</p> <ul style="list-style-type: none"> ● The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. ● The supplier shall ensure that the products do not contain "controlled refrigerants" as defined 	2	20,000.00	40,000.00	

	<p>under the Ozone Layer Protection Regulation.</p> <ul style="list-style-type: none"> ● The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). ● The supplier shall supply the products in recyclable packages. <p>EVIDENCE The supplier must provide evidence that these specifications are met. Especially for the requirement concerning ozone depleting substances documentation must be provided. Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognized body showing compliance.</p> <p>Also, documentation proving energy star certification (and later four-star rating according to DPNS 396-2) must be provided.</p> <p>The supplier shall declare the compliance with providing replacement parts and providing a packaging take-back service by providing a written statement signed by the Chief Executive Officer or counterpart of the company, accompanied by relevant documentation.</p>				
6.	<p>REFRIGERATOR</p> <ul style="list-style-type: none"> ● Two Door, 7 cu. Ft, Direct Cool ● Energy Efficient Compressor ● R600A Refrigerant ● Clean Back Design ● Space Saver ● Hard Refrigerator Top ● Reversible Door ● Wire Shelves ● Light Bulb in ref Section ● Adjustable Tempered Glass Shelves ● Extra Large Freezer Space ● Bottom Vegetable Crisper ● Stainless Lock Door Color ● 100 watts ● At least one (1) year warranty <p>Green Specifications (Green Public Procurement) PRODUCT SPECIFICATIONS:</p> <ul style="list-style-type: none"> ● The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. ● The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation. ● The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). ● The supplier shall supply the products in recyclable packages. <p>EVIDENCE The supplier must provide evidence that these specifications are met. Especially for the</p>	1	15,000.00	15,000.00	

	<p>requirement concerning ozone depleting substances documentation must be provided. Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognized body showing compliance.</p> <p>Also, documentation proving energy star certification (and later four-star rating according to DPNS 396-2) must be provided.</p> <p>The supplier shall declare the compliance with providing replacement parts and providing a packaging take-back service by providing a written statement signed by the Chief Executive Officer or counterpart of the company, accompanied by relevant documentation.</p>				
7.	<p>PAPER SHREDDER</p> <ul style="list-style-type: none"> ● 100% Jam Proof System ● Feed type: Traditional ● Auto Start/Stop: Yes - Electronic ● Bin Full Light: Yes ● Can shred: staples, credit cards, paper clips, CDs/DVDs, Junkmail ● Cut size (inches): 5/32" x 1-1/2" ● DIN Level - Paper: P-4 ● Maximum Run Time (minutes): Continuous ● Energy Efficient Features: Energy Savings System ● Material Type: Plastic ● Paper Entry Width (inches): 9 ● Speed (Feet Per Minute): 16 ● Usage: Heavy Use ● Strength: Commercial ● Bin Capacity (gallons): 14 ● Run Time (minutes): Continuous ● Sheet Capacity: 20 ● Shreds Per Sheet: 397 ● At least one (1) year warranty 	1	48,000.00	48,000.00	
8.	<p>PAPER SHREDDER</p> <ul style="list-style-type: none"> ● Shred Capacity: 14 Sheets ● Shred Size: 4x25 mm ● Working Width: 228 mm ● Shred Type: Cross Cut ● Duty Cycle: 11 mins on / 90 mins off ● Basket Volume: 30L ● At least one (1) year warranty 	1	34,820.00	34,820.00	
9.	<p>PAPER SHREDDER</p> <ul style="list-style-type: none"> ● Feed Width: 260 mm ● Shred Capacity A4 70gsm: 19-21 sheets ● Shred Capacity A4 80gsm: 18-20 sheets ● Shred Size: 5 x 50 mm ● Security Level: P-3, O-3, T-3, E-2 ● Operation: Electronics ● Shred Speed: 4.5 m/min ● Waste Volume: 60 liters ● db (A) when idle: 46 db ● Motor: 650 watts ● Voltage: 230 V ● At least one (1) year warranty 	1	45,000.00	45,000.00	

**VARIOUS SEMI-EXPENDABLES FOR OFFICE EQUIPMENT
LOT 2 - (CY 2025 BUDGET)**

ITEM NO.	DESCRIPTION	QTY	APPROVED BUDGET PER ITEM	TOTAL BUDGET PER ITEM	BID OFFER / MODEL
1.	BINDING MACHINE <ul style="list-style-type: none"> ● Application: Large Office ● Binding Capacity: 500 ● Binding Type: Plastic Comb ● Color: Metallic Silver/Black ● Material Type: Steel ● Punching Type: Manual ● Punching Capacity: 25 sheets ● Paper size: min. A4, max. Legal ● At least one (1) year warranty 	1	20,000.00	20,000.00	
2.	LAMINATING MACHINE <ul style="list-style-type: none"> ● Size: A4 Hot and Cold Lamination Settings ● Quick Warm Up Time: 3-5 mins. ● Power Ready and Pre-heating light ● With temperature control knob and temperature meter ● With reverse switch ● Entry width: 220Mm ● Best used with 125-250 microns films ● Speed: 660Mm/Min. ● At least one (1) year warranty 	1	4,000.00	4,000.00	
3.	NUMBERING MACHINE <ul style="list-style-type: none"> ● Wheel: 8 ● Settings: 7 Actions: (1, 2, 3, 4, 6, 12) Repeating 	1	9,000.00	9,000.00	
4.	PAPER CUTTER <ul style="list-style-type: none"> ● Type: Metal ● Size: 12x10 in ● Photopaper Cutter ● Weight: 1.4kg ● Length: 27cm ● Width: 3cm ● Height: 32cm 	1	1,000.00	1,000.00	
5.	REFRIGERATOR <ul style="list-style-type: none"> ● 7.9cu. Ft. HD Inverter 2-Door No Frost Ref ● Net liters: 201 ● Energy Efficient Inverter Compressor ● R600A Refrigerator ● Smart Cooling Technology-Built with multiple sensors to automatically adjust to optimal cooling for longer freshness & maximum energy savings ● Fresh Zone Crisper with Humidity Control - for fruits or vegetables ● With twist ice tray ● Consumes very minimal electricity only 70 watts ● Quick Chill ● Independent Temperature Control - For Ref & Freezer ● Eco-LED light ● Reversible Door Design ● Spill-Proof Tempered Glass Shelf for Freezer ● Heavy-duty wire shelves for Ref Section ● Recessed Handle ● Dark Titanium Color ● Dimensions (H: W: D) 146.5 : 54.5 : 59 cm 	1	25,000.00	25,000.00	

	<ul style="list-style-type: none"> ● At least one (1) year warranty <p>Green Specifications (Green Public Procurement)</p> <p>PRODUCT SPECIFICATIONS:</p> <ul style="list-style-type: none"> ● The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. ● The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation. ● The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). ● The supplier shall supply the products in recyclable packages. <p>EVIDENCE</p> <p>The supplier must provide evidence that these specifications are met. Especially for the requirement concerning ozone depleting substances documentation must be provided. Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognized body showing compliance.</p> <p>Also, documentation proving energy star certification (and later four-star rating according to DPNS 396-2) must be provided.</p> <p>The supplier shall declare the compliance with providing replacement parts and providing a packaging take-back service by providing a written statement signed by the Chief Executive Officer or counterpart of the company, accompanied by relevant documentation.</p>				
6.	<p>PAPER SHREDDER</p> <ul style="list-style-type: none"> ● Basket Type: Wastebasket / Pivoting Head ● Bin Capacity: 22 ● Can shred: staples, credit cards, paper clips, ● Cut size: 4 x 40 mm ● Cut type: Cross-cut ● DIN Level - Paper: P-4 ● Run Time (minutes): Up to 6 ● Sheet Capacity: 10 ● Shreds per page: 390 ● Average Shred Speed (mpm): 4 ● Color: Black ● Item H x W x D (cm): 40.80 x 23.34 x 37.15 ● Item weight (kgs): 5.31 ● At least one (1) year warranty 	1	15,000.00	15,000.00	
7.	<p>PAPER SHREDDER</p> <ul style="list-style-type: none"> ● Color: Black ● Jam Prevention Features: 100% Jam Proof System ● Feed type: Traditional ● Auto Start/Stop: Yes - Electronic ● Bin Full Light: Yes ● Can shred: staples, credit cards, paper clips, CDs/DVDs, Junkmail ● Cut size (inches): 5/32" x 1-1/2" ● Cut Type: Cross-Cut 	1	45,000.00	45,000.00	

<ul style="list-style-type: none"> ● DIN Level - Paper: P-4 ● Maximum Run Time (minutes): Continuous ● Energy Efficient Features: Energy Savings System ● Material Type: Plastic ● Paper Entry Width (inches): 9 ● Speed (Feet Per Minute): 16 ● Usage: Heavy Use ● Strength: Commercial ● Bin Capacity (gallons): 14 ● Run Time (minutes): Continuous ● Sheet Capacity: 20 ● Shreds Per Sheet: 397 ● At least one (1) year warranty 				
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Delivery Terms : 30 calendar days upon receipt of PO/NTP

Payment Terms : Government Terms

Price Validity : 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Company Tel./Fax/Mobile No

Date of Proposal