

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

P.R. No.: NCR-2025-03-0008
Date: 21 March 2025

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest net 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 – National Capital Region, not later than **28 March 2025, 10:00a.m.**

(Digitally Sgd.)
NICKY JAY F. TAN
Procurement Officer Designate

(Digitally Sgd.)
LORNA R. OBEDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Push Carts and Trolleys					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1.	Supply and Delivery of Push Carts and Trolleys	1	Lot	50,000.00		
	Platform Trolley/ Truck 300Kgs, Heavy Duty	2	Unit	15,000.00/ per unit		
	Utility Service Cart 3 Shelf, Heavy Duty Food Service	2	Unit	5,500.00/ per unit		
	Hand Truck 2 Layer Push Cart, Heavy Duty	2	Unit	4,500.00/ per unit		
	<i>(Please see attached Technical Specifications)</i>					
	<i>Note: Indicate model/ brand on your bid proposal</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Valid Mayor's/ Business Permit</i>					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						

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 quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE.
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 Approved Budget for 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.

XX

DELIVERY: 15 days upon receipt of Purchase Order (PO) and Notice to Proceed (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

LOT	QUANTITY	UOM	TECHNICAL SPECIFICATIONS/ DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	Unit	<p>Platform Trolley/Truck, Heavy Duty</p> <ul style="list-style-type: none"> - Size: 36" x 24" - Capacity: 300kgs. - Caster Size: 5" Diameter 	Php 15,000.00	Php 30,000.00
	2	Unit	<p>Foldable Utility Service Cart</p> <ul style="list-style-type: none"> - 3 Shelf 220LBS Heavy Duty - Food service cart rolling kitchen storage trolley - with 4 lockable wheels. 	Php 5,500.00	Php 11,000.00
	2	Unit	<p>Hand Truck 2 Layer Push Cart 150kg</p> <ul style="list-style-type: none"> - The cart can hold up to 150KG / 330lbs - 4 Nylon **Rubber** Wheels (Durable and Long-lasting) - 2 Top handlebars on both sides - Easy to Assemble (Assembly required) 	Php 4,500.00	Php 9,000.00
TOTAL					Php 50,000.00

Prepared by:

(Digitally Sgd.)
ANNA LIZA M. ESTRADA
Head, Workers Assistance Unit

Noted by:

(Digitally Sgd.)
LORNA R. OBEDOZA
Chief, Administrative and Finance Division

I hereby certify to comply and deliver all the above requirements.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

Company Tel/ Fax/ Mobile No.

(Date)