

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. 2025-04-0051

DATE: 2-May-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 **09 May 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


JUAN M. PARCO, JR.
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Supply of Materials and Installation including Design of Customized Coffee Shop Counter for Migrant's Brew					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	One (1) Lot - Supply of Materials and Installation including Design of Customized Coffee Shop Counter for Migrant's Brew	1	lot	P779,283.00		
	<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.

DELIVERY: 30 calendar days upon receipt of 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

One (1) Lot Supply of Materials and Installation including Design of Customized Coffee Shop Counter for Migrant's Brew at the DMW Main Office, Ortigas, Mandaluyong City

ABC: Php779, 283.00

	ITEMS	QTY	UNIT	UNIT COST	TOTAL COST
				(Items shall not exceed 50K per unit cost)	
1	PREPARATIONS WORKS				
	Updated concept design	1.00	lot		
	Project Mobilization/Demobilization	1.00	lot		
	IMPROVEMENT AND REMODELLING OF WALL				
	Supply and installation of WPC wall cladding	2.50	sqm		
	Supply and installation of frosted film glass stickers	6.00	sqm		
	Repair and cleaning of the existing glass perimeter wall	8.60	sqm		
	Repainting of the existing wall	5.00	sqm		
	IMPROVEMENT AND REMODELLING OF FLOORING				
	Supply & Installation of elevated flooring in metal frame	11.50	sqm		
	Supply and installation of vinyl planks	11.50	sqm		
	IMPROVEMENT AND REMODELLING OF CEILINGS				
	Supply & Installation of WPC trellis	7.50	sqm		
	Supply & Installation of indoor ceiling planks	7.50	sqm		
	SPECIALTY ITEMS				
	Supply and installation of wood baluster with wood hand rail	1.00	set		
	Supply and installation of mirror at least 120cm x 160cm	1.00	set		
	Supply and installation of fabric canopy with steel frame	1.00	set		
	Supply and installation of artificial plants	1.00	set		
	Supply and installation of Migrant's Brew Logo	1.00	set		
	REHABILITATION OF PLUMBING AND WATER SUPPLY				
	Supply and installation of water supply, and drain line including fixtures and accessories for water line and drain tapping point	1.00	lot		
	REHABILITATION OF ELECTRICAL SYSTEM				
	Supply and installation of outlets and lighting and tapping to the existing electrical power supply	1.00	lot		
2	ASSORTED CUSTOMIZED FIXTURES FOR COUNTER				
	Coffee countertop modular A, laminated base cabinet/shelves, synthetic stone at least 60cmW x 200cm - 220cmL x 90cm-100cmH	1.00	set		

	Coffee countertop modular A, laminated base cabinet/shelves, synthetic stone at least 60cmW x 185cm - 200cmL x 90cm-100cmH	1.00	set		
	Coffee countertop modular B, laminated base cabinet/shelves, synthetic stone at least 60cmW x 175cm - 185cmL x 0cm-100cmH	1.00	set		
	Coffee bar countertop ledge, laminated and metal legged at least 40cmW x 1600cmH	1.00	set		
	Bar stool for bar countertop ledge	3.00	sets		
	TOTAL				

Delivery Terms : 30 calendar days upon receipt of PO/NTP

Payment Terms : Government Terms

Price Validity : 60 days from date of quotation/proposal

th

Company Name



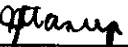

Print Name and Signature of Authorized Representative

Company Tel./Fax/Mobile No

Date of Proposal

TERMS OF REFERENCE

PROJECT	One (1) Lot Supply of Materials and Installation including Design of Customized Coffee Shop Counter for Migrant's Brew
REQUIREMENTS AND SCOPE OF SERVICES	<ol style="list-style-type: none"> 1. The Supplier should conduct pre-inspection and measurement to ensure satisfactory completion of the project. 2. The OWWA GAS – EGSD shall provide a conceptual design and layout as a reference guide to match the architectural and interior design. 3. The Supplier shall submit an updated architectural and interior design specifically for Coffee Shop Counter using the design of the original Migrant's Brew Branch as reference located at the Ground floor, OWWA Center Building, Pasay City and to take into consideration of the following: <ol style="list-style-type: none"> a. At least an area of 30 sqm or the actual measurement of space to be installed at the location provided. b. Service counter with provision for coffee and food equipment. c. The design accents of, earth tones and warm wood with Filipino design, for its counters, walls and ceiling. 4. The Supplier shall supply, deliver and install a fabricated and customized Coffee Shop Counter with the following: <ol style="list-style-type: none"> a. The Counter - can be of fabricated, modular and/or assembled on-site type structure with the width of at least 60cm and a height of at least 90cm to 100cm. laminated base cabinet/shelves and a synthetic stone countertop. Must have provision for electrical power supply, water supply and waste water. b. The high table counter – is a laminated top coffee counter ledge with metal legged at 40cmW x 160cmH. c. The Ceilings - designed in structured in trellis. d. The Lightings - preferably, drop lights or directional lightings with warm white color. e. The Walls - combination of appropriate wall cladding and/or canvass/painted and/or mirror. f. The Flooring – fabrication of elevated flooring with metal frame at least 8cm height with vinyl planks finished. g. Others and/or Specialty Items – installation of wood baluster, fabric canopy, artificial plants and Migrant's Brew Logo. 4. The Supplier shall provide designers, technicians, tools, and supervision and, equipment necessary in the set-up and/or assembly of the coffee shop. 5. Occupational Health and Safety Standards at the Workplace shall be observed and implemented while at the work site, for its personnel assigned to this project. 6. Inspection and testing and turn-over of the installed facilities, accessories and/or any part of the coffee shop.

LOCATION OF DELIVERY AND INSTALLATION	DMW Main Office, Blas F. Ople Building, Ortigas Avenue cor EDSA, Mandaluyong City	
DELIVERY PERIOD	Thirty (30) – Calendar days upon receipt of Notice to Proceed	
INSPECTION AND ACCEPTANCE	Upon completion, all deficiencies identified in the inspection shall be rectify forthwith before the acceptance of the project.	
TERMS OF PAYMENT	Government Terms	
WARRANTY	One (1) year from the date of acceptance. Any part or materials installed and workmanship found to be defective within this period will be replaced by Supplier/Installer free of charge to the OWWA.	
APPROVED BUDGET FOR THE CONTRACT	The Approved Budget for the Contract is SEVEN HUNDRED SEVENTY-NINE THOUSAND TWO HUNDRED EIGHTY THREE PESOS (Php 779,283.00) charge to Alagang OWWA FY 2025.	
Prepared By:  JUAN M. PARCO JR Officer-in-Charge Engineering and General Services Division	Recommending Approval:  EMMA V. SINCLAIR Deputy Administrator for Administration and Fund Management	Certified Funds Available:  MA. GIEZL T. LANUZA Officer-in-Charge Accounting Division Amount: ₱ 779,283.00
Approved:  ARNALDO A. IGNACIO Administrator		

OWW: 2025-02-291