

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. 2025-04-0053

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 Bus Rental for the STAFF DEVELOPMENT FOR OWWA EMPLOYEES TOWARDS A GENDER SENSITIVE WORKPLACE | | | | | 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. | Bus Rental for the STAFF DEVELOPMENT FOR OWWA EMPLOYEES TOWARDS A GENDER SENSITIVE WORKPLACE | 1 | lot | ₱200,000.00 | | |
| | No. of Bus for Rental: 5 with minimum of 49 Seats | | | | | |
| | Destinations: Within the vicinity of Region IVA | | | | | |
| | Approved Budget: ₱200,000.00 | | | | | |
| | May 30, 2025 Pick-up at the OWWA Bldg., F.B. Harrison St., Pasay, Metro Manila at 3:00 p.m. to Region IVA | | | | | |
| | May 30, 2025 Drop Off at Region IVA | | | | | |
| | June 1, 2025 Pick up at Region IVA at 1:00 p.m. | | | | | |
| | June 1, 2025 Drop Off at OWWA Bldg., F.B. Harrison St., Pasay, Metro Manila | | | | | |
| | Other Requirements: | | | | | |
| | Aircon Bus | | | | | |
| | Inclusive of Fuel | | | | | |
| | Toll Free | | | | | |
| | Driver's meal | | | | | |
| | Accident Insurance while on-board | | | | | |
| | Company shall be held liable in case of Loss or Damage of a passenger property due to negligence of Driver | | | | | |
| | With Special Permit issued by LTFRB | | | | | |
| | 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

- Entries must be typewritten / if handwritten, it must be clear and legible.
- Bidders must submit certificate of PhilGEPS Registration.
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.).
- 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.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services.
- Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC).
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted.
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered.
- Price quoted/ submitted on the deadline shall be considered as final and unalterable.
- 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.
- 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: as per agreement with the End-user

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