

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. 2025-04-0058

DATE: 6-May-25


REQUEST FOR QUOTATION / PROPOSAL

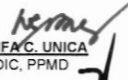
COMPANY NAME:

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 **13 May 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of GIFT CERTIFICATES					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.	Supply and Delivery of GIFT CERTIFICATES					
	LOT 1 - CY 2024	1905	pcs	P952,500.00		
	Qty: 1905-pcs					
	Denomination of 500					
	No expiration date					
	Bank charges are waive					
	Accepted by department stores, supermarkets, boutiques, specialty stores, restaurants, food outlets, appliance store and other retail service providers					
	Fees and other bank charges are waive					
	Delivery date: within two (2) weeks from signing of Purchase Order (PO)					
	Other requirements: Payment shall be made upon delivery of the voucher					
	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: within two (2) weeks from signing of Purchase Order (PO)

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