

Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Regional Welfare Office IX  
Zamboanga City

**REQUEST FOR PRICE QUOTATION**

Date: **May 20, 2025**

Sir/Madam:

Please quote your lowest price/s, taxes included on the item/s hereunder listed, subject to the General conditions indicated herein, stating the shortest time of delivery and submit your quotation enclosed in a sealed envelop marked "PROPOSAL TO SUPPLY" using your company letterhead or this form duly signed by your official representative to the Regional Welfare Office IX, 3/F Goodwill Bldg., Mayor Jaldon Street, Canelar, Zamboanga City not later than \_\_\_on\_\_\_\_\_ 2025 at which time all sealed proposal will be opened.

  
**ROSALITO J. SULTAN**  
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QUANTITY	UNIT	PARTICULARS	Amount
<b>PROVISION OF OFFICE SUPPLIES FOR DAILY USE:</b>			
10	GALLOON	Alcohol (3.7 liters)	
5	PC	Battery (Double AA)	
15	BOX	Ballpen (Black)	
15	BOX	Ballpen (Blue)	
10	BOX	Binder Clips (25mm)	
10	BOX	Binder Clips (51mm)	
30	PC	Correction Tape	
10	PC	Detergent Powder (1kg)	
10	PC	Dishwashing Liquid (475ml)	
10	PC	Disinfectant Spray (510 grams)	
5	PC	Doormat	
5	PC	Dustpan (Plastic)	
10	BOX	Fastener Plastic	
5	PC	Furniture Polish (330 ml)	
10	PC	Hand soap (60g)	
20	PC	Highlighter (Assorted)	
10	PC	Glue, 130g	
30	PC	Ink, Cart, Epson 003 (Black)	
20	PC	Ink, Cart, Epson 003 (Cyan)	
20	PC	Ink, Cart, Epson 003 (Magenta)	
20	PC	Ink, Cart, Epson 003 (Yellow)	
5	PC	Liquid Zosa (500ml)	
10	BOX	Paper Clip (33mm)	
10	BOX	Paper Clip (50mm)	
15	REAM	Paper Multicopy (Blue)	
10	REAM	Paper Multicopy (Green)	
15	REAM	Paper Multicopy (Pink)	
10	REAM	Paper Multicopy (Yellow)	
100	PC	Perma Box File Storage, Carton, 10x12x15 size	
10	PC	Ruler	
10	PC	Scissor	
15	BOX	Sign Pen, Black	
15	BOX	Sign Pen, Blue	
5	PC	Sticker Paper	
10	PC	Tape, Double Sided, 24mm	
10	PC	Tape Masking, 24mm	
100	PC	Trash Bag, XXL	
100	PC	Trash Bag, Medium	
15	PC	Sticky Note, 2x3	
15	PC	Sticky Note, 3x5	
15	PC	Sticky Note, sign here	
70	REAM	Paper Multicopy, A4	
70	REAM	Paper Multicopy, Legal	
<b>Approved budget for the Contract Php <u>182,850.21</u></b>			
Terms and Conditions:			

	1. Entries must be encoded/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, etc.)	
	4. All quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL. Label the envelope with the following:	
	Bidder's Company Name	
	PhilGEPS Reference Number	
	Project Title/Name	
	5. Quoted prices must be inclusive of taxes and shall not exceed the ABC;	
	6. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;	
	7. Proposal/Quotation submitted beyond the deadline shall not be considered;	
	8. Price quoted/submitted on the deadline shall be considered as final and unalterable;	
	9. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;	
	10. Proposal/Quotation submitted beyond the scheduled deadline shall not be considered;	
	11. 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 the GPPB Circular No. 06-2005;	
	12. 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.	
	Note: Bidders may also submit their bid proposal and supporting documents through email address: <b>region9@owwa.gov.ph</b>	
	Terms of Payment: Government Terms	
	Delivery Period: 1-5 Calendar days upon PO/NTP	
	** Nothing Follows**	
	Terms of Payment: Government Terms	
Name of Company		
Complete Address		
Tin number ( ) VAT OR ( ) NON-VAT		
Telephone No./Fax		
Printed Name of Manager/		
Printed Name of Manager/Authorized representative		
Signature of Manager/Authorized representative		