

P.R. No.: 2025-03-047  
DATE: 24-Mar-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, DOLE Compound Trece Martires St., Tacloban City not later than **(DATE)**

**KATRINA D. OBEJERA**  
Supply Officer

**JENELYN P. GACUS**  
BAC. Chairperson

PROJECT TITLE/NAME: <b>Stock for office supplies</b>					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC) OR BUDGET PER LINE ITEM	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1	Bleach	5	gallon	<b>P65,000.00</b>		
2	Correction Tape, 8m	100	piece			
3	Backfold Clip, 50 mm	50	box			
4	Data File Box, Blue	100	piece			
5	Transparent Tape, 48mm	50	roll			
6	Paper Clip, 33mm, 100 pieces/box	50	box			
7	Paper Clip, 50mm, 100 pieces/box	50	box			
8	Staple Wire, Standard	50	box			
9	Masking Tape, 48mm	30	roll			
10	Dishwashing Paste, 400 g	50	piece			
11	White Folder, Legal	300	piece			
12	All-Purpose Glue, 130 g	50	bottle			
13	Hand Wash, 450ml	50	bottle			
14	Highlighter, Random Colors	30	piece			
15	Note Pad, 2x3	50	pad			
16	Note Pad, 3x4	50	pad			
17	Scouring Pad	10	piece			
18	Sign Pen, 0.5 Blue	2	box			
19	Stapler with Staple Wire Remover	20	piece			
20	Battery AAA	5	box			
21	Permanent Marker, Black	2	box			
22	Permanent Marker, Blue	2	box			
23	Packing Tape, 2 inch	20	roll			
24	Paper Fastener, Plastic	20	box			
25	Puncher	10	piece			

## 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.

[illegible]

DELIVERY: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

\_\_\_\_\_  
*Company Name*\_\_\_\_\_  
*Print Name and Signature of Authorized Representative*\_\_\_\_\_  
*Designation*\_\_\_\_\_  
*Company Tel./Fax/Mobile No.*\_\_\_\_\_  
*Date*