



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office I
2nd floor Kenny Plaza Building, Quezon Avenue
City of San Fernando, La Union

REQUEST FOR PRICE QUOTATION


PR No: **2025-02-109**

Date: **02/10/2025**

Gentlemen:

Please quote your **LOWEST NET PRICES, TAXES INCLUDE**, on the items mentioned below and submit your **SEALED QUOTATION** to the Overseas Workers Welfare Administration- Regional Welfare Office I (OWWA RWOI) at 2ND/3RD Floor, Kenny Plaza. Building, Quezon Avenue, City of San Fernando, La Union not later than **FEBRUARY 17, 2025; 4PM** at which date and time all submitted quotation shall be opened.

We reserve the right to reject any or all bids/quotations.

Very truly yours, 

MARISSA C. NABOYE
BAC CHAIRMAN

No.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1 LOT	10	PACK	White Folder, LEGAL SIZE (100pcs)		
	5	CART	Ink Cartridge, Canon, 810, Black		
	5	CART	Ink Cartridge, Canon, 811, Colored		
	25	BOTTLE	EPSON INK #003 BLACK		
	25	BOTTLE	EPSON INK #003 MAGENTA		
	25	BOTTLE	EPSON INK #003 YELLOW		
	25	BOTTLE	EPSON INK #003 CYAN		
	30	PIECE	HIGHLIGHTER ASSORTED COLORS		
	24	PIECE	PERMANENT MARKER,BLUE (BROAD)		
	36	PIECE	PERMANENT MARKER,BLACK (BROAD)		
	12	PIECE	PERMANENT MARKER,RED (BROAD)		
	12	PIECE	WHITE BOARD MARKER, BLUE		
	36	PIECE	WHITE BOARD MARKER, BLACK		
	36	PIECE	WHITE BOARD MARKER, RED		
	500	PIECE	BROWN ENVELOPE (LONG)		
	50	PIECE	PAPER EXPANDED ENVELOPE		
	50	PIECE	PLASTIC EXPANDED ENVELOPE		
	50	ROLL	SCOTCH TAPE 1" BIG		
	25	ROLL	PACKING TAPE (CLEAR)		
	25	ROLL	PACKING TAPE (BROWN)		
	10	PIECE	TAPE DISPENSER		
	50	ROLL	MASKING TAPE 1"		
	300	PIECE	CORRECTION TAPE		
	25	ROLL	DOUBLE SIDED TAPE		
	25	ROLL	DOUBLE SIDED TAPE WITH FOAM		
	100	PIECE	SIGNPEN BLACK .7		
	100	PIECE	SIGN PEN BLUE .7		
	120	PIECE	SIGNPEN BLACK .5		
	100	PIECE	SIGNPEN BLUE .5		
	100	PIECE	SIGNPEN BLACK 1.0		

	100	PIECE	SIGNPEN BLUE 1.0		
	12	PIECE	SIGNPEN GREEN 0.5		
	100	PIECE	BALLPEN BLUE		
	24	PIECE	BALLPEN RED		
	250	PIECE	BALLPEN BLACK		
	250	PIECE	SCREW FASTENER 4"		
	50	BOX	PAPER FASTENER (COLORED, PLASTIC)		
	150	REAM	BOND PAPER, A4 SIZE		
	100	REAM	BOND PAPER, LEGAL SIZE		
	50	PACK	PHOTO PAPER, 20'S, A4 SIZE		
	50	PACK	VELLUM BOARD, 20'S, A4 SIZE		
	50	PACK	STICKER PAPER 20'S, A4 SIZE		
	100	PAD	STICK ON NOTES (4X3)		
	100	PAD	STICK ON NOTES (1.5X2)		
	100	PAD	STICK ON NOTES (2X3)		
	5	PACK	LAMINATING FILM, A4 SIZE		
	5	PACK	LAMINATING FILM, LEGAL SIZE		
	50	BOX	STAPLE WIRE #35		
	50	BOX	BINDER CLIPS 2"		
	100	BOX	PAPER CLIPS 50MM		
	50	BOX	PAPER CLIPS 33MM		
	50	BOX	binder clips 1 1/4		
	5	BOOK	RECORD BOOK (500 pages)		
	100	PIECE	Certificate Folder, A4 Size		
	20	PAIR	BATTERY AA		
	20	PAIR	BATTERY AAA		
	30	PIECE	ARCH FILE, TOP CLIP		
	10	PIECE	PORTABLE BOX		
	10	PIECE	STAPLER WITH REMOVER		
	10	PIECE	STAMP PAD #2		
	15	BOTTLE	STAMP PAD INK		
	5	PIECE	CLIP BOARD		
	5	PIECE	PUNCHER, HEAVY DUTY		
	5	BOX	RUBBER BANDS, flat and long		
	10	BOTTLE	GLUE		
	10	PIECE	SCISSOR		
	10	PACK	PUSH PIN		
	10	PIECE	CUTTER		
	10	PIECE	FLASHDRIVE 64G		
	10	PIECE	CALCULATOR, 12 DIGITS		
	15	PIECE	MAGAZINE FILE, SINGLE		
			<p>DATE OF DELIVERY: FIFTEEN (15) DAYS UPON RECEIPT OF NOTICE TO PROCEED</p> <p>LOCATION/AREA OF DELIVERY: OVERSEAS WORKERS WELFARE ADMINISTRATION Regional Welfare Office I 2nd Floor Kenny Plaza Building, Quezon Avenue City of San Fernando, La Union</p>		
			<p>QUOTED PRICES MUST BE INCLUSIVE OF TAXES, DELIVERY FEES AND OTHER RELATED COSTS.</p> <p>FAILURE TO SUBMIT PROPERLY ACCOMPLISHED REQUEST FOR PRICE QUOTATION FORM INCLUDING THE ABSENCE</p>		

		<p>OF SIGNATURE OF THE AUTHORIZED SIGNATORY SHALL BE TREATED INVALID AND SHALL BE CONSIDERED DISQUALIFIED.</p> <p>ADDITIONAL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED UPON SUBMISSION OF OFFER:</p> <p>1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/Business Permit 3. Income/Business Tax Return 4. DTI/SEC/CDA Permit</p> <p>NOTE: Bidders may also submit their Bid Proposal and supporting documents through email at: owwalaunion@yahoo.com</p>		
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Name of Store: _____

Complete Address: _____

Date Received: _____

Received by (Signature over Printed Name): _____

Telephone/Mobile No.: _____

Email Address: _____

Tax Identification Number (TIN): _____

Note: Please check. ☐ VAT ☐ NON-VAT ☐ Gov't/Coop _____

Canvassed by:  **VERA ANDREI O. LADIO**
Supply and Property Officer

Note: Please ensure that you have submitted/updated your prequalification documents as required by OWWA RWOI Bids and Awards Committee (BAC)