



REQUEST FOR QUOTATION  
PR No. RW07-PR-25-04-095

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

To whom it may concern:

Please quote your lowest price/s **(tax included)** on the lot of 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, Regional Welfare Office 7 at the Lower Ground Floor, Machay Building, Gorordo Ave., Cebu City, not later than \_\_\_\_\_.

  
**DARLENE MAE P. GILLE**  
Supply Officer

  
**DINEZA Z. GELLE**  
BAC, Chairperson

PROJECT TITLE/NAME: HAULING SERVICES					DEALER/SUPPLIERS OFFER	
ITEM NO.	SPECIFICATION	QTY	UNIT	APPROVED BUDGET FOR THE CONTRACT	UNIT COST (Vat Inclusive)	TOTAL COST (Vat inclusive)
1	Hauling Services	1	lot			
	>Hauling for various furniture, fixtures, and records					
	from the OWWA 7 office in DOLE 7 Building					
	Service Provider shall provide hauling service and helper					
	for the transfer on the dates to be determined by OWWA.					
	xxxxx Nothing Follows xxxxxx					

- 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.);
  - Place your proposal in a sealed envelop mark as follows:  
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;
  - 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: \_\_\_\_\_

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

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

COMPANY NAME: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE