

P.R. No.: 2025-05-080  
DATE: 20-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, DOLE Compound Trece Martires St., Tacloban City not later than **(DATE)**

**KATRINA D. OBEJERA**  
Supply Officer

**JENELYN P. GACUS**  
BAC, Chairperson

PROJECT TITLE/NAME: Raffle prizes for the conduct of Migrant Workers Day 2025 on June 10, 2025						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	Mountain Bike	2	unit	P34,000.00			
	*carbon frame with hidden cables						
	*lightweight						
	*with kickstand						
	*weight: 17.40 kg						
<b>GENERAL CONDITIONS</b> 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: <b>a)</b> in a <b>SEALED ENVELOPE</b> , or <b>b)</b> thru <b>ELECTRONIC MAIL</b> , or <b>c)</b> <b>FACSIMILE</b> . 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.							
XX							
DELIVERY: _____							
TERMS OF PAYMENT: _____							
PRICE VALIDITY: _____							
_____ <i>Company Name</i>							
_____ <i>Print Name and Signature of Authorized Representative</i>							
_____ <i>Designation</i>							
_____ <i>Company Tel./Fax/Mobile No.</i>							
_____ <i>Date</i>							