

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2025-05-0065

DATE: 4-Jun-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, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **11 June 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 AO V, PPMD


NIMFA C. UNICO
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Office Supplies for 1st and 2nd Quarter for CY 2025					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	Supply and Delivery of Various Office Supplies for 1st and 2nd Quarter for CY 2025					
	LOT 1			Php539,900.00		
1.	BALLPEN, BALLPOINT (BLUE/BLACK)	1000	pc			
2.	BATTERY AA, Dry Cell (2pcs/pack)	120	pack			
3.	BATTERY AAA, Dry Cell (2pcs/pack)	120	pack			
4.	BRISTOL BOARD, 1 Color per ream, A4, 220gsm (500pcs/ream)	40	ream			
5.	CARBON FILM, A4 (size 210mm x 297mm)	10	pack			
6.	CLIP, BACKFOLD, all metal, clamping: 32mm	120	box			
7.	CORRECTION PEN, metal tip, 12ml	40	pc			
8.	DATA FOLDER made of chipboard with taglia lock	800	pc			
9.	DISINFECTANT SPRAY, aerosol type, 510 grams	200	can			
10.	GLUE, MULTI-PURPOSE, 240g	60	pc			
11.	ENVELOPE, Documentary, A4, (500pcs/box)	10	box			
12.	ERASER, FELT, for blackboard/whiteboard	20	pc			
13.	FASTENER, Metal, non-sharp edges, (50sets/box)	120	box			
14.	FLASH DRIVE, 64GB capacity	60	pc			
15.	FOLDER, FILE MAGAZINE STAND, box type with cover 16" x 10 1/2" x 6"	300	pc			
16.	FOLDER, PRESENTATION, A4 (50pcs/pack)	10	pack			
17.	FOLDER, PRESENTATION, LEGAL (50pcs/pack)	10	pack			
18.	FOLDER, PRESSBOARD, A4 (100pcs/pack)	10	pack			
19.	FOLDER, PRESSBOARD, LEGAL (100pcs/pack)	10	pack			
20.	FOLDER, TAGBOARD, A4 (100pcs/pack)	10	pack			
21.	FOLDER, TAGBOARD, LEGAL (100pcs/pack)	10	pack			
22.	FURNITURE CLEANER, aerosol type 330ml	100	can			
23.	GLUE, ALL PURPOSE, gross weight: 200 grams min	30	pc			
24.	ILLUSTRATION BOARD, 762 X 1016mm, 2ply	20	pc			
25.	MARKER, PERMANENT, bullet type, black/blue	200	pc			
26.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	160	pad			
27.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	160	pad			
28.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	160	pad			
29.	PAPER, Photo A4, 20s/pack (200gsm)	200	pack			
30.	PAPER BOARD, SPECIAL 220gsm (20's/pack) Vellum/White	200	pack			
31.	PUNCHER, paper, heavy duty, with two hole guide	10	pc			
32.	PUSH PIN (100's/box) assorted colors	30	pack			
33.	RUBBER BAND, 50gms round No. 1 Transparent, Multicolor	100	box			
34.	RULER, 12" plastic	40	pc			
35.	RULER, plastic, 450mm (18"), width: 38mm min	20	pc			
36.	STAMP PAD, FELT, bed dimension: 60mm x 100mm	30	pad			
37.	STAPLER, STANDARD TYPE, with remover load cap: 200 staples min	60	pc			

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.

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PRICE VALIDITY: 60 days from date of quotation/proposal

Date _____

LOT 1

ITEM NO. 9 - Technical specification for DISINFECTANT SPRAY

SCOPE

Disinfectant spray for killing viruses and bacteria in aerosol form.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of disinfectant spray are:

- Harmful emissions related to the use and production of disinfectant spray;
- Aquatic toxicity due to the use of disinfectant spray;
- Resource consumption related to the packaging and production;
- Generation of waste and packaging.

The GPP approach should cover therefore:

- Purchase products with a restricted amount of hazardous substances;
- Purchase products which biodegrade and are environmentally innocuous;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging;
- Safe disposal of final products.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.

LOT 2

ITEM NO. 3 & 4 - Technical specification for MULTICOPY PAPER

SCOPE

Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of multicopy paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicopy paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.