## 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. 2025-05-0066 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

NIMFA C. UNICA OIC, PPMD

and Origin	nal) for 2nd Quarter for CY 2025				DEALER'S/SUPPLIER'S OFFER	
ITE <b>M N</b> O.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	Supply and Delivery of Various Consumables (Branded and Original) for 2nd Quarter for CY 2025					
	LOT 1 (EPSON AND CANON)			₱114,850.00		
1.	INK CART, CANON CL-811, Colored	8	cart			
2.	INK CART, CANON PG-810, Black	10	cart			
3.	INK, EPSON L6160/L4160/L6170, C13TO3Y100, Black (001)	40	cart			
4.	INK, EPSON L6160/L4160/L6170, C13TO3Y200, Cyan (001)	30	cart			
5.	INK, EPSON L6160/L4160/L6170, C13TO3Y300, Magenta (001)	30	cart			
6.	INK, EPSON L6160/L4160/L6170, C13TO3Y400, Yellow (001)	30	cart			
7.	INK, EPSON L3110/L5190, (003), Black	40	cart			
8.	INK, EPSON L3110/L5190, (003), Cyan	30	cart			
9.	INK, EPSON L3110/L5190, (003), Magenta	30	cart			
10.	INK, EPSON L3110/L5190, (003), Yellow	30	cart			
11.	INK CART, EPSON C13T664100 (T6641), Black	15	cart			
12.	INK CART, EPSON C13T664200 (T6642), Cyan	10	cart			
13.	INK CART, EPSON C13T664300 (T6643), Magenta	10	cart			
14.	INK CART, EPSON C13T664400 (T6644), Yellow	10	cart			
	LOT 2 (HP)			₱548,200.00		
1.	INK CART, HP F6V27AA (HP680) Black	12	cart			
2.	INK CART, HP F6V26AA (HP680) Tri-color	8	cart			
3.	INK CART, HP415 AiO Tank, GT53 (001), M0H57AA, Black	8	cart			
4.	INK CART, HP415 AiO Tank, GT52 (001), M0H54AA, Cyan	6	cart			
5.	INK CART, HP415 AiO Tank, GT52 (001), M0H55AA, Magenta	6	cart			
6.	INK CART, HP415 AiO Tank, GT52 (001), M0H56AA, Yellow	6	cart			
7.	TONER CART, HP CE505A, Black	10	cart			
9.	TONER CART, HP Q2612A, Black TONER CART, HP CF217A (HP17A) Black LaserJet	8	cart			
10.	Toner Cart, HP CF217A (HP17A) Black LaserSet	6	cart			
11.	TONER, HP M203dw, 30A, Black	8	cart			
12.	TONER, HP Laserjet P1505 / CB436A, Black	10	cart			
14.	TOTALIN, THE LASEIJELT 1000 / OD430A, Black	10	Lait		1	

				AND THE RESIDENCE OF THE PARTY	
13.	TONER CART, HP CF410A (HP410A) black	10	cart		
14.	TONER CART, HP CF411A (HP410A) cyan	8	cart		
15.	TONER CART, HP CF412A (HP410A) yellow	8	cart		
16.	TONER, HP CF279A (HP79A), Black	8	cart		
17.	TONER CART, HP CF283A (HP83A) LaserJet Black	8	cart		
18.	TONER CART, HP CE285A (HP85A), Black	15	cart		
19.	TONER CART, HP CE320A, Black	6	cart		
20.	TONER CART, HP CE322A, Yellow	4	cart		
21.	TONER CART, HP CE323A, Magenta	4	cart		
22.	TONER CART, HP CE321A, Cyan	4	cart		
23.	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	8	cart		
	Note:				
	Bidders should have a valid Certification as HP Authorized Reseller/Supplier.				
	All items and packaging must be Branded and Original products.				
	For consumables with "Manufacturing Date" or "Production date" or other similar label, the date indicated should be at least of 4th Quarter of CY 2024 or beyond.				
	Expiration date indicated should not be earlier than January 2026				
	Additional Documentary Requirements must be submitted upon submission of offer:				
	PhilGEPS Certificate or PhilGEPS Registration     Number				
	2. Valid Mayor's / Business Permit				
	3. Latest Income Tax Return / Business Tax Return				
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.				
	Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph				

## GENERAL CONDITIONS

- 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;
- 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;

- 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.

DELIVERY: within thirty (60) days upon receipt of PO/NTP

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

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

Page 2 of 2 REV:02