



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**Regional Welfare Office - MIMAROPA**  
Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila  
Tel.: (02) 8353-9016 | (02) 8353-8986 | Email: [region4b@owwa.gov.ph](mailto:region4b@owwa.gov.ph)



P.R. No.: 2025-06-138  
Date: 10 JUN 2025

## REQUEST FOR QUOTATION | PROPOSAL

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

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 - MIMAROPA, 8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila not later than 18 JUN 2025 @ 5:00 pm

LOURISSE V. DULFO  
Supply Officer (Designate)

GERALD "DINO" M. TAN  
Regional Director

[illegible]

**Delivery Date: June 26, 2025**

**Terms of Payment:**

**Price Validity:** Sixty (60) Days from Qoutation | Proposal date.

**Additional Documentary Requirements:**

1. Updated Philgeps Certificate or Registration Number
2. Valid Mayor's / Business Permit
3. Latest BIR Registration
4. Omnibus Sworn Statement - Submitted within five (5) days upon acceptance of NOA (Notice of Award)

**Company Name**

Signature over Printed Name  
Authorized Representative

Designation

Company Tel. | Fax | Mobile No.

Date \_\_\_\_\_

Note: Bidders may also submit their bid proposal and supporting documents through email address:  
[region4b@owwa.gov.ph](mailto:region4b@owwa.gov.ph)

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**GENERAL CONDITIONS:**

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:
  - a. Bidder's Company Name
  - b. PHILGEPS Reference No.
  - c. Project Title | Name
  - d. 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.