

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. 2025-06-0073

DATE: 17-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 **24 June 2025 @ 10:00 a.m.**


MARIAN GABRIEL F. PIZARRA
 Supply Officer


NIMFA C. UNICA
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for the Supply and Delivery of Various Semi-Expendables Office Equipment and Materials					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	<i>Supply and Delivery of Various Semi-Expendables Office Equipment and Materials</i>					
1.	PUNCHER	3	units	Php1,000.00 per unit		
2.	PAPER CUTTER	2	units	Php5,000.00 per unit		
3.	AIR PURIFIER	7	units	Php12,000.00 per unit		
4.	MICROWAVE OVEN	1	unit	Php10,000.00 per unit		
5.	REFRIGERATOR	2	units	Php20,000.00 per unit		
6.	REFRIGERATOR	1	unit	Php15,000.00		
7.	PAPER SHREDDER	1	unit	Php48,000.00		
8.	PAPER SHREDDER	1	unit	Php34,820.00		
9.	BINDING MACHINE	1	unit	Php20,000.00		
10.	LAMINATING MACHINE	1	unit	Php4,000.00		
11.	NUMBERING MACHINE	1	unit	Php9,000.00		
12.	PAPER CUTTER	1	unit	Php1,000.00		
13.	REFRIGERATOR	1	unit	Php25,000.00		
14.	PAPER SHREDDER	1	unit	Php15,000.00		
	<i>(Please see attached Technical Specifications)</i>					

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.

[illegible]

PRICE VALIDITY: 60 days from date of quotation/proposal

Date _____

TECHNICAL SPECIFICATIONS
VARIOUS SEMI-EXPENDABLES OFFICE EQUIPMENT AND MATERIALS

ITEM NO.	ITEM DESCRIPTION	QTY	BID OFFER		BRAND/MODEL
			UNIT COST	TOTAL COST	
1.	PUNCHER 3 Hole At least 30 sheets Adjustable Metal with scale ABC: Php1,000.00 per unit	3 units			
2.	PAPER CUTTER Sizes: A5, B5, A4, B4 and A3 Wood base Adjustable Can cut paper, postcard, photopaper, foil paper etc ABC: Php5,000.00 per unit	2 units			
3.	AIR PURIFIER Hepa filter, photo catalyst and odor filter 3 speed dial At least 26mmsq area coverage Can kill 99.9% of airborne contaminants Remote controlled ABC: Php12,000.00 per unit	7 units			
4.	MICROWAVE OVEN 30 liters 7 power level Defrost function Digital control ABC: Php10,000.00	1 unit			
5.	REFRIGERATOR At least 8cuft HD Inverter 2 door no frost Energy Efficient Inverter compressor Reversed door Dark Titanium color Green Specifications (Green Public Procurement) PRODUCT SPECIFICATIONS: The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). The supplier shall supply the products in recyclable packages. ABC: Php20,000.00 per unit	2 units			

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TECHNICAL SPECIFICATIONS
VARIOUS SEMI-EXPENDABLES OFFICE EQUIPMENT AND MATERIALS

ITEM NO.	ITEM DESCRIPTION	QTY	BID OFFER		BRAND/MODEL
			UNIT COST	TOTAL COST	
6.	REFRIGERATOR 7 cu.ft Two-door Manual defrost Energy Efficient Compressor Hard Refrigerator Top Reversible Door Green Specifications (Green Public Procurement) PRODUCT SPECIFICATIONS: The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). The supplier shall supply the products in recyclable packages. ABC: Php15,000.00	1 unit			
7.	PAPER SHREDDER Minimum requirement Cutting capacity: 14sheets 80gsm) Intake width: 220mm Container volume: 33liters ABC: Php48,000.00	1 unit			
8.	PAPER SHREDDER Minimum requirement Cutting capacity: 14sheets 80gsm) Intake width: 220mm Container volume: 25liters ABC: Php34,820.00	1 unit			
9.	BINDING MACHINE Minimum requirement Max. Binding capacity: 450sheets/51mm rings Max. Punching capacity: 22sheets 24 holes size 3x8mm Distance between holes: 14.3mm ABC: Php20,000.00	1 unit			
10.	LAMINATING MACHINE at least size A4 hot/cold lamination setting No. of roller: 2 Entry width: A4 Laminating speed: 300mm/min Switch feature: On/Off ABC: Php4,000.00	1 unit			
11.	NUMBERING MACHINE 8 wheel 7 setting action: 1,2,3,4,6,12 repeating Gray color ABC: Php9,000.00	1 unit			
12.	PAPER CUTTER photopaper cutter Metal base For A4 paper size ABC: Php1,000.00	1 unit			

TECHNICAL SPECIFICATIONS
VARIOUS SEMI-EXPENDABLES OFFICE EQUIPMENT AND MATERIALS

ITEM NO.	ITEM DESCRIPTION	QTY	BID OFFER		BRAND/MODEL
			UNIT COST	TOTAL COST	
13.	REFRIGERATOR Minimum requirement: 9.5cu.ft. Inverter type Door Frost free cooling system Fully automatic defrost Energy saving with 5star Green Specifications (Green Public Procurement) PRODUCT SPECIFICATIONS: The suppliers shall supply refrigerators and freezers which fulfills at least ENERGY STAR 5.0. The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). The supplier shall supply the products in recyclable packages. ABC: Php25,000.00	1 unit			
14.	PAPER SHREDDER Minimum requirement Cross cut 8sheets per feed 22liters bin capacity Cut size: 4 x 40mm can shred staples, credit cards, paper clip ABC: Php15,000.00	1 unit			

DELIVERY TERMS: FIFTEEN (15) DAYS UPON RECEIPT OF PO/NTP.

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date