

P.R. No.: 2025-06-104
DATE: 25-Jun-25

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:_____

ADDRESS OF COMPANY:_____

TIN NUMBER:_____ **VAT OR NON-VAT:**_____

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: For the conduct of OHD Conference 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 | Customized Polo Shirt | 140 | piece | P98,000.00 | | | |
| | *Cloth: Polyester | | | | | | |
| | *Pattern: Honeycomb | | | | | | |
| | *Logo and Design: Sublimation | | | | | | |
| | *Color: Beige, Tangerine , Choco Brown | | | | | | |
| 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: 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: _____ | | | | | | | |
| _____Company Name | | | | | | | |
| _____ <i>Print Name and Signature of Authorized Representative</i> | | | | | | | |
| _____ <i>Designation</i> | | | | | | | |
| _____ <i>Company Tel./Fax/Mobile No.</i> | | | | | | | |
| _____ <i>Date</i> | | | | | | | |