



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
REGIONAL WELFARE OFFICE IV-B (MIMAROPA)
 Unit 8-C, 8th Floor, Marc 2000 Tower, 1973 Taft Ave. cor. San Andres St., Malate, Manila 1004
 Tel# 8353-9016

P.R. No. 2025-03-0038
 DATE: 30-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, Regional Welfare Office IV-B (MIMAROPA) 8th 4lr, Marc 2000 Towers, Malate Manila not later than 03 July 2025 @ 5:00 PM.


LOURISSE V. DULFO
 Supply Officer Designate


GERALD "DINDI" M. TAN
 Regional Director

PROJECT TITLE/NAME: Proposal for Office Supplies for all the offices					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
	OFFICE SUPPLIES			P 99,174.00		
1	Air Freshener, Lemon Scent, 500ml	13	BOTTLE			
2	Alcohol, 500 ml	60	BOTTLE			
3	Arch Data Folder (Legal)	50	PIECE			
4	Binder Clip , backfold, 1 1/4"	1	BOX			
5	Binder Clip, backfold, 1"	2	BOX			
6	Bond Paper A4 (80 gsm)	75	REAM			
7	Bond Paper Long (80 gsm)	20	REAM			
8	Brown Envelope, Documentary, A4	30	PIECE			
9	Calculator, 12Digits	6	PIECE			
10	Cellulose Tape 1"	13	PIECE			
11	Certificate Holder, A4, Blue	20	PIECE			
12	Correction Tape	65	PIECE			
13	Dishwashing Liquid, 1liter	8	BOTTLE			
14	Disinfectant Spray, 340grams	10	BOTTLE			
15	Double Adhesive Tape 1"	8	PIECE			
16	Envelope, Mailing, Long, White	300	PIECE			
17	Expanding Envelope (Long)	70	PIECE			
18	Expanding Folder Long (Green)	30	PIECE			
19	Fastener	5	BOX			
20	File Holder (Organizer)	8	PIECE			
21	Folder (Long)	130	PIECE			
22	Folder (Short)	50	PIECE			
23	Glue, 130g	11	PIECE			
24	Insectide, 500ml	6	BOTTLE			
25	Interfolded Paper Towel	86	PIECE			
26	Packaging Tape 2"	10	PIECE			
27	Paper Clip, vinyl/plastic coated, 33mm	25	BOX			
28	Paper Clip, vinyl/plastic coated, jumbo, 50mm	30	BOX			
29	Pencil Sharpener Heavy Duty	1	PIECE			
30	Permanent Marker (Black) Broad	12	PIECE			
31	Permanent Marker Blue	5	PIECE			
32	Post IT 2X3	30	PAD			
33	Post IT 3X3	18	PAD			
34	Post IT 3X5	5	PAD			
35	Powder Detergent, 1kg	5	PIECE			
36	Puncher Heavy Duty	2	PIECE			

37	Record Book, 200 pages	10	PIECE		
38	Ruler, Plastic 450mm	6	PIECE		
39	Scissor	23	PIECE		
40	Sign Pen Black .5	100	PIECE		
41	Sign Pen Black V10 Grip	60	PIECE		
42	Sign Pen Blue .5	100	PIECE		
43	Sign Pen Blue V10 Grip	30	PIECE		
44	Soft Broom	2	PIECE		
45	Stamp Pad, No.2	5	PIECE		
46	Staple Wire, Standard, No.35	8	BOX		
47	Stapler, No.35	10	PIECE		
48	Sticker Paper (A4)	5	PAD		
49	Tape Dispenser	1	PIECE		
50	USB, 32 gb	5	PIECE		
51	USB, 8 gb	3	PIECE		
52	Sign Pen Black 2.0 mm	10	PIECE		
53	Light Cream, Parchment Paper A4, 85 GSM	20	PACK		
	Additional Documentary Requirements must be submitted upon submission of offer:				
	1. PhilGEPS Certificate or PhilGEPS Registration Number				
	2. Valid Mayor's / Business Permit				
	3. Income/Business Tax Return (latest)				
	4. BIR Registration				
	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: region4b@owwa.gov.ph				

GENERAL CONDITIONS

- 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.

[illegible]

DELIVERY: Items must be delivered within 4 weeks upon receipt of Purchase Order

TERMS OF PAYMENT: shall process the payment after the delivery and submission of all requirements

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No. _____

Date _____