



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office I
2nd floor Kenny Plaza Building, Quezon Avenue
City of San Fernando, La Union



REQUEST FOR PRICE QUOTATION

PR No: **2025-06-442**

Date: **06/23/2025**

Gentlemen:

Please quote your **LOWEST NET PRICES, TAXES INCLUDE**, on the items mentioned below and submit your **SEALED QUOTATION** to the Overseas Workers Welfare Administration- Regional Welfare Office I (OWWA RWOI) at 2ND/3RD Floor, Kenny Plaza. Building, Quezon Avenue, City of San Fernando, La Union not later than **JUNE 30, 2025; 4PM** at which date and time all submitted quotation shall be opened.

We reserve the right to reject any or all bids/quotations.

Very truly yours,

MARISSA C. NABOYE
BAC CHAIRMAN

No.	QTY	UNIT	DESCRIPTION			UNIT COST	TOTAL COST
1	1	LOT	300	PC	WHITE FOLDER (LONG)		
			40	BOTTLES	EPSON 003 BLK		
			25	BOTTLES	EPSON 003 MAGENTA		
			25	BOTTLES	EPSON 003 YELLOW		
			25	BOTTLES	EPSON 003 CYAN		
			50	PC	HIGHLIGHTER ASSORTED COLORS		
			24	PC	PERMANENT MARKER, BLACK		
			25	PC	PLASTIC EXPANDED ENVELOPE		
			50	ROLLS	SCOTCH TAPE 1" BIG		
			25	ROLLS	PACKING TAPE (BROWN)		
			5	PC	TAPE DISPENSER		
			200	PC	CORRECTION TAPE		
			25	ROLLS	DOUBLE SIDED TAPE		
			25	ROLLS	DOUBLE SIDED TAPE WITH FOAM		
			150	PC	SIGNPEN BLACK .5		
			120	PC	BALL PEN BLUE		
			240	PC	BALLPEN BLACK		
			100	REAM	BOND PAPER, A4 SIZE		

			10	BOOK	RECORD BOOK (500 pages)		
			10	PACK	INDEX CARD (1/2 SIZE)		
			10	BOOK	COLUMNAR BOOK, 6 COLUMNS		
			10	BOOK	COLUMNAR BOOK, 10 COLUMNS		
			10	BOOK	CLEAR BOOK, LEGAL		
			50	PACK	STICKER PAPER (A4 SIZE)		
			30	PACK	VELLUM BOARD (A4 SIZE, 180gsm)		
			100	PAD	STICK ON NOTES (4X3)		
			50	PAD	STICK ON NOTES (1.5X2)		
			50	PAD	STICK ON NOTES (2X3)		
			5	PACK	LAMINATING FILM, A4 SIZE		
			5	PACK	LAMINATING FILM, LEGAL SIZE		
			10	PC	CLEAR FOOT RULER		
			10	PC	ALUMINUM 18" RULER		
			30	BOX	STAPLE WIRE #35		
			15	PC	STAPLER (24/6 - 26/6)		
			10	PC	STAMP PAD #2		
			20	BOTTLES	STAMP PAD INK		
			25	BOXES	BINDER CLIPS 2"		
			50	BOXES	BINDER CLIPS 1 1/4		
			10	PC	CLIP BOARD		
			10	PC	PUNCHER, HEAVY DUTY		
			5	BOXES	RUBBER BANDS, flat and long		
			10	BOTTLES	GLUE (40g)		
			20	PAIRS	SCISSOR (8 1/2")		
			15	BOXES	PUSH PIN		
			20	PC	CUTTER		
			15	PC	FLASHDRIVE 64G		
			50	PC	Certificate Holder, A4 Size		
			25	PACK	ENERGIZER +AA		
			25	PACK	ENERGIZER +AAA		
			10	PC	CALCULATOR, 12 DIGITS		
			30	PC	MAGAZINE FILE, SINGLE		
			350	PC	ARCH FILE, TOP CLIP		

			30	PC	PORTABLE BOX		
			APPROVED BUDGET FOR THE CONTRACT(ABC): P 207,975.00				
			DELIVERY PERIOD: 15 CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED AREA/LOCATION OF DELIVERY: OVERSEAS WORKERS WELFARE ADMINISTRATION REGIONAL WELFARE OFFICE 1 2 ND FLOOR KENNY PLAZA, QUEZON AVENUE, CATBANGEN, CITY OF SAN FERNANDO LA UNION				
			QUOTED PRICES MUST BE INCLUSIVE OF TAXES, DELIVERY FEES AND OTHER RELATED COSTS. PROPOSAL/QUOTATION SUBMITTED WITHOUT SIGNATURE OF THE AUTHORIZED SIGNATORY SHALL BE TREATED INVALID AND SHALL BE CONSIDERED DISQUALIFIED. ADDITIONAL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED UPON SUBMISSION OF OFFER: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/Business Permit 3. Omnibus Sworn Statement (ABC is above P50,000.00) 4. DTI/SEC/CDA Permit (ABC is above P50,000.00) 5. Income/ Business Tax Return (ABC is above P500,000.00) 6. Professional License/ Curriculum Vitae (Consulting Services only) NOTE: Bidders may also submit their Bid Proposal and supporting documents through email at: owwalaunion@yahoo.com				

Name of Store: _____

Complete Address: _____

Date Received: _____

Received by (Signature over Printed Name): _____

Telephone/Mobile No.: _____

Email Address: _____

Tax Identification Number (TIN): _____

Note: Please check. ☐ VAT ☐ NON-VAT ☐ Gov't/Coop _____

Canvassed by:  **VERA ANDREI O. LADIO**
Supply and Property Officer

Note: Please ensure that you have submitted/updated your prequalification documents as required by OWWA RWOI Bids and Awards Committee (BAC)