

Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Regional Welfare Office – National Capital Region  
139 Senator Gil Puyat Avenue, Pasay City

P.R. No.: NCR-2025-07-0021  
Date: 09 July 2025

**REQUEST FOR QUOTATION / PROPOSAL**

**COMPANY NAME:**

**ADDRESS OF COMPANY:**

To whom it may concern:

Please quote your lowest net 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 – National Capital Region, not later than **16 July 2025, 10:00a.m.**

(Digitally Sgd.)  
**NICKY JAY F. TAN**  
Procurement Officer Designate

(Digitally Sgd.)  
**BELLA MAY B. ESPINO - GUARIN**  
OIC, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Various ICT Equipment					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
	<b>Supply and Delivery of Various ICT Equipment, as follows:</b>					
<b>1.</b>	<b>Desktop Computer with UPS</b>	<b>16</b>	<b>LOT</b>	<b>Php 980,000.00</b>		
<b>2.</b>	<b>Laptop Computer</b>	<b>4</b>	<b>LOT</b>	<b>Php 240,000.00</b>		
	<i>(Please see attached Terms of Reference and Requirements)</i>					
	<i>Note: Indicate model/ brand on your bid proposal</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Valid Mayor's/ Business Permit</i>					
	<i>3. Income/ Business Tax Return (latest)</i>					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr_procurement@gmail.com</i>					
<b>XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX</b>						

**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 quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE. 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 Approved Budget for 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.

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**DELIVERY:** 45 days upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)

**TERMS OF PAYMENT:** Government Terms

**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)*

TERMS OF REFERENCE					Statement of Compliance
<b>I. RATIONALE</b> <p>The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems and procedure and to ensure viability of its fund.</p> <p>As part of our ongoing shift towards digitalization, the RWO-NCR has initiated the upgrade and enhancement of the Online Enrollment System under the Comprehensive Pre-Departure Education Program (CPDEP) to streamline the process for Ready-to-Leave Domestic Workers. This upgrade aims to ensure faster and more efficient processing, addressing the needs of clients in a timely and organized manner.</p> <p>Acquiring functional and reliable ICT systems is essential for maintaining the consistent delivery of services to clients, improving both accessibility and the overall user experience. Our commitment to digital tools will not only optimize current processes but also ensure the system remains adaptable to future.</p>					
<b>II. DUTIES AND RESPONSIBILITIES OF THE BIDDER</b> <p>1. The bidder must be an authorized supplier, distributor, reseller or partner of the manufacturer for the Supply and Delivery of ICT Equipment (Desktop and Laptop) to OWWA RWO-NCR.</p> <p>2. The Bidder must have on-hand sample of the item/s for inspection.</p> <p>3. The Supplier shall provide the following:</p>					
ITEM	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	DELIVERY	
LOT 1	Desktop Computer with UPS	Unit	16	Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed	
LOT 2	Laptop Computer	Unit	4		
<b>III. SPECIFICATION OF DELIVERABLES</b> <p>Below are the minimum technical specifications of the required items to be procured:</p>					
QUANTITY	PARTICULARS	SPECIFICATION			
LOT 1 - COMPUTER DESKTOP					
16 Units	Operating System:	Genuine Windows 11 License 64bit			
	Processor:	Intel Core i7 14 <sup>th</sup> gen			
	Memory:	16 GB: 2 x 8 GB, DDR5			
	Storage:	512 GB, M.2 2230, QLC PCIe Gen3 NVMe, SSD, Class 25 (OS and Software) + 512 GB, M.2 2230, QLC PCIe Gen4 NVMe, SSD, Class 25 (Files)			
	Networking/LAN/WLAN:	Ethernet Lan port (1Gbps) WiFi 6 card (not USB or dongle) <i>Bluetooth® 5.4 wireless card (not USB or dongle)</i>			
	Power Supply:	500W above true rated			
	Standard I/O Ports:	Built-in Card reader in front panel USB 3.2 Gen1 Type at the front and back panel HDMI port			
	Monitor Size	21" Monitor FHD			

	<p><i>Other inclusions:</i></p> <ul style="list-style-type: none"><li>a. With Licensed Microsoft Office Home edition (Original package must be handed-over and not pre-installed upon delivery of orders)</li><li>b. With UPS (5 -15mins back-up time)</li><li>c. With USB Keyboard and Mouse</li></ul>	
LOT 2 - LAPTOP		
4 Units	<b>LAPTOP COMPUTER (full metal body case)</b>	
	Operating System:	Genuine Windows 11 License 64bit
	Processor:	Intel® Core i7 14 <sup>th</sup> gen
	Memory:	16GB DDR5 (not soldered, and with another slot for future upgrade)
	Storage:	1TB SSD Storage with additional slot for future upgrade (not soldered, and with another slot for future upgrade)
	Display:	16" Full HD 1920 x 1080 display (anti-glare)
	Networking/LAN/WLAN:	Ethernet Lan port (1Gbps) Wi-Fi 6 and Bluetooth Ready
	Battery	4-Cell Battery, 64WHr
	<p><i>Other inclusions:</i></p> <ul style="list-style-type: none"><li>a. Back Pack or Carry Case</li><li>b. Wireless mouse</li><li>c. With Microsoft Office Home edition (Original package must be handed-over and not pre-installed upon delivery of orders)</li></ul>	
<b>IV. NOTE: COMPLIANCE FOR GREEN PUBLIC PROCUREMENT</b>		
Computers, Monitors and Laptops should comply with Energy efficiency requirement.		
<b>V. WARRANTY AND SUPPORT</b>		
<p>The technical bid should include the manufacturer's name and relevant technical literature/brochures with warranty terms. Equipment warranty must be at least 3 years on parts and services. Supplier should warrant that all components' parts are new, no defects, tested and in accordance with the specifications. In case of equipment failure/repair during warranty period, the supplier must provide a temporary service unit with the same or better specifications.</p> <p>The accessories provided must be working and compatible with the equipment. In case of failure/defect during warranty period or non-compatibility, the supplier must replace them with the same or better specifications which are compatible to the equipment.</p> <p>The bidder shall provide a call center with a toll-free and/or cellphone numbers from all networks for technical assistance within working hours. Must provide list with addresses and contact information of their service centers or accredited service centers, which will provide technical after sales support. The Desktop Computers and Laptop should all be brand-new of a well-known/reputable brand and not recycled/refurbished.</p>		
<b>VI. PROJECT TIMEFRAME</b>		
The project shall be completed within the period of forty-five (45) days upon receipt of Purchase Order/Notice to Proceed.		

<p><b>VII. TERMS OF PAYMENT</b></p> <p>All payments shall be inclusive of delivery, incidental expenses, VAT, and other government taxes.</p>	
<p><b>VIII. APPROVED BUDGET FOR THE CONTRACT FOR LOT AND LOT 2</b></p> <p>LOT 1 – Eighteen Units Desktop Computer with UPS (16 Units) ABC – Nine Hundred Eighty Thousand (Php 980,000.00)</p> <p>Lot 2 – Five Units Laptop Computer (4 Units) ABC – Two Hundred Forty Thousand (Php 240,000.00)</p>	<p><b>LOT 1 - Bid Offer</b></p> <hr/> <p><b>LOT 2 - Bid Offer</b></p> <hr/>

Prepared by:

(Digitally Sgd.)  
**CLARISSA D. CORTEZ**  
End-User/ Provisional Member

I hereby certify to comply with all the above Technical Specifications or each of the individual parameters.

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*(Print Name and Signature of Authorized Representative)*

\_\_\_\_\_  
*(Designation)*

\_\_\_\_\_  
*(Company Tel./ Fax/ Mobile No.)*

\_\_\_\_\_  
*(Date)*