



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**Regional Welfare Office - MIMAROPA**



8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila  
Tel. No.: (02) 8353-9016 | (02) 8353-8986 | Email: [region4b@owwa.gov.ph](mailto:region4b@owwa.gov.ph)

P.R. No.: 2025-07-0169

**Date:** 18-Jul-25

## REQUEST FOR QUOTATION | PROPOSAL

**COMPANY NAME:** \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

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 - MIMAROPA, 8th Floor - Marc 2000 Tower, 1973 Taft Avenue Corner San Andres, Malate, Manila not later than July 20, 2025 @5:00PM.

LOURISSE V. DULFO

Supply Officer (Designate)

GERALD "DINDI" M. TAN

Regional Director

[illegible]

**Delivery Date:** July 26, 2025

**Terms of Payment: N/30**

**Price Validity:** Sixty (60) Days from Qoutation | Proposal date.

**Additional Documentary Requirements:**

1. *Updated Philgeps Certificate or Registration Number*
2. *Valid Mayor's / Business Permit*
3. *Latest BIR Registration*
4. *Omnibus Sworn Statement - Submitted within five (5) days upon acceptance of NOA (Notice of Award)*

**Note: Bidders may also submit their bid proposal and supporting documents through email address:**

[region4b@owwa.gov.ph](mailto:region4b@owwa.gov.ph)

**Company Name**

*Signature over Printed Name*  
**Authorized Representative**

**Designation****Company Tel. | Fax | Mobile No.**

Date \_\_\_\_\_