Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Bldg., 7th St. corner F.B. Harrison St., Pasay City
Tel# 833-0113 Telefax# 833-1010

P.R. No. 2019-02-0009
DATE: 14-Mar-19

REQUEST FOR PRICE QUOTATION

(NAME OF SUPPLIER)

(ADDRESS OF SUPPLIER)

S i r :

Please quote your lowest net price/s, **taxes included**, on the item/s hereunder listed and submit your quotation using your company letterhead and enclosed in a sealed envelope marked "Supply and Delivery of Various Office Supplies for 1st Qtr CY 2019" addressed to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City on or before 19 March 2019 at 9:00 a.m.

JUAN M. PARCO, JR.
Supply Officer

NIMFA C. UNICA
OIC, PPMD

DEALER'S/SUPPLIER'S OFFER					
ITEM NO.	QTY	UNIT	S P E C I F I C A T I O N S	UNIT COST Unit Price (vat inclusive)	TOTAL Unit Price (vat inclusive)
1	150	bottles	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		
2	1000	pcs	BALLPEN, (blue/black)		
3	100	pcs	CD REWRITABLE with case		
4	15	tubes	CUTTER BLADE, for heavy duty cutter		
5	60	cans	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
6	5	box	ENVELOPE, DOCUMENTARY, for A4 size document		
7	15	pcs	ERASER, PLASTIC/RUBBER, for pencil draft/writing		
8	50	box	FASTENER, METAL, 70mm between prongs		
9	60	pcs	FLASH DRIVE, 16 GB capacity		
10	60	pcs	FOLDER, MAGAZINE FILE STAND, BOX TYPE WITH COVER (size:16" X 10 1/2" X 6")		
11	10	packs	FOLDER, TAGBOARD, for A4 size documents		
12	15	packs	FOLDER, TAGBOARD, for legal size documents		
13	10	jars	GLUE, all purpose, gross weight: 200 grams min		
14	45	box	INDEX TAB, self-adhesive, transparent		
15	150	reams	MIMEO PAPER, A4 70gsm (500's/ream)		
16	50	reams	MIMEO PAPER, A4 70gsm Yellow & Blue Sub. 20 (500's/ream)		
17	60	pads	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
18	60	packs	PAPER, BOARD SPECIAL (10s/pack)		
19	500	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
20	20	packs	PAPER, PHOTO A4 (20s/pack)		
21	5	pcs	PENCIL SHARPENER, manual, single cutter head		
22	5	pcs	PUNCHER, paper, heavy duty, with two hole guide		
23	25	pcs	RULER 12" Plastic		
24	50	pairs	SCISSORS, symmetrical, blade length: 65mm min		
25	240	pcs	SIGN PEN, BLACK/BLUE, liquid/gel ink, 0.5mm/0.7mm needle tip		
26	12	pad	STAMP PAD INK, purple or violet		
27	30	pcs	STAPLER, STANDARD TYPE, load cap: 200 staples min		
28	120	pcs	STORAGE BOX, PEERLESS, CLASS A 24" x 15" x 10"		
29	110	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)		
			(Please see attached Technical Specifications)		
			ABC (Php187,021.68)		
			Additional Documentary Requirements must be submitted upon submission of offer:		
			1. PhilGEPS Registration Number for Red Membership		
			2. Mayor's/ Business Permit		
			3. Income / Business Tax Return		
			4. Omnibus Sworn Statement (within 5 days upon acceptance of Notice of Award)		

Note:
1. Please attach **Philgeps Certificate**
2. 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.
3. Based on the above requirement/s all price quoted /submitted shall be considered final & unalterable and VAT inclusive.
4. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted.
5. Bid modifications as well as bids submitted beyond the scheduled deadline shall not be considered.
6. 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.

DELIVERY: 30 days upon receipt of Notice to Proceed (NTP)

TERMS OF PAYMENT: 15 days

PRICE VALIDITY: 60 days from date of quotation

_____
(Name of Supplier)

_____
(Signature of Owner/Manager)

_____
(Print Name)

_____
(Contact Number)

_____
(Date)