

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. 082-18  
 DATE: 18-Jul-18

**REQUEST FOR PRICE QUOTATION**


(NAME OF SUPPLIER)

(ADDRESS OF SUPPLIER)

Sir:

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 "Proposal for Supply and Delivery of Various Office Supplies for 3rd Qtr CY 2018" addressed to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City on or before 25 July 2018 at 10:00 a.m.

  
**JUAN M. PARCO, JR.**  
 Supply Officer

  
**NIMFA C. UNICA**  
 OIC, PPMD

DEALER'S/SUPPLIER'S OFFER						
ITEM NO.	QTY	UNIT	SPECIFICATIONS	UNIT COST	TOTAL	
				Unit Price (vat inclusive)		
1	100	pcs	CD-RW with case			
2	30	box	Continuous Form 9 1/2" x 11", 2 Ply, 50gsm			
3	960	pcs	Data Folder Long, made with chipboard, taglia lock			
			size: 76mm x 230mm x 380mm			
4	50	pcs	Folder, File Magazine Box type with cover			
			size: 16" x 10 1/2" x 6"			
5	15	packs	Folder, Tagboard Long			
6	10	jar	Glue, all purpose, gross weight: 200 grams min			
7	130	pcs	Marker, Whiteboard, bullet type (black/blue)			
8	70	pcs	Marker, Permanent, bullet type (black/blue)			
9	220	ream	Mimeo Paper A4, 70gsm substance 20			
10	30	ream	Mimeo Paper A4, 70gsm (blue/yellow) substance 20			
11	60	pad	Note Pad, Stick-On 2 x 3			
12	10	packs	Paper, Special Board A4 (10s/pack) (Vellum/White 220gsm)			
13	120	pcs	Sign Pen 0.5/0.7 (black)			
14	12	bot	Stamp Pad Ink, 50ml			
15	12	pad	Stamp Pad, felt pad min 60mm x 100mm			
16	15	pcs	Stapler heavy duty with staple wire remover			
<b>Approved Budget for Contract Php205,827.00</b>						

Note:

1. Please attach Philgeps Certificate and Mayor's/Business Permit
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:** 15-30 days

**TERMS OF PAYMENT:** Government Terms / C.O.D Basis

**PRICE VALIDITY:** 30-120 days

\_\_\_\_\_  
 (Name of Supplier)

\_\_\_\_\_  
 (Signature of Owner/Manager)

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Contact Number)

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