



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
 P. Monroe Street, Poblacion, Mariveles, Bataan, Philippines, 2105



Contact No: 09688545320 Email: procurement@mmwgh.gov.ph; procurement.mmwgh@gmail.com; Website: mmwgh.gov.ph

REQUEST FOR QUOTATION

Date: May 23, 2023
 PR No.: 2023-05-0331(MMU)

A.
Business Name: _____
Address: _____
Contact No./ Email: _____
TIN: _____

B.
Sir/ Madam:

The Mariveles Mental Wellness and General Hospital (MMWGH) through its Bids and Awards Committee invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein subject to the Terms and Conditions and/or Technical Specifications and within the Approved Budget for the Contract. (ABC)

Required Documents/ Information to be submitted as attachments to the quotation/ Proposal

- PhilGEPS Registration Number/ Certificate
- Mayor's/ Business Permit
- DTI/ SEC Certificate
- BIR Form 2303
- Tax Clearance
- Sample Invoice/ O.R./ C.R.
- Omnibus Sworn Statement (for ABCs above 50K; for winning bidder only)
- Income/ Business tax Return (for ABCs above 500K)

C.

This pro-forma quotation maybe submitted through registered or electronic mail to the BAC Secretariat at above address or email to procurement@mmwgh.gov.ph or procurement.mmwgh@gmail.com on or before 29-May-2023, 5PM subject to the following **Terms and Conditions:**

- 1 All entries shall be typed or written in a clear legible manner
- 2 All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
- 3 Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2307) 5% VAT/ 1% Non-VAT and (BIR 2307) 1% EWT (Goods) or 2% EWT (Services) deductions
- 4 MMWGH may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract
- 5 Salient provisions of the Revised IRR (RIRR) of Republic Act (RA) 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed
- 6 MMWGH reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Section 41 of the same RIRR
- 7 In case of tie quotations, the BAC shall adopt and employ "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005
- 8 In case supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation/Proposal and/or Technical Specifications
- 9 **Delivery terms:** Delivery to MMWGH within ten (10) working days upon receipt of Purchase Order (PO) or within the working days indicated in the PO.
- 10 **Payment terms:** Fifteen (15) working days upon completion of delivery

Very Truly Yours


VINCENT A. ISIP, MPA

Chief Administrative Officer

D.

Item No.	QTY	Unit	ABC	Technical Specifications/ Description	(to be filled up by the supplier)		
					Brand/ Model	Unit Price	Total Amount
	23	tube	466.90	BLADE, for general purpose cutter /utility knife, L 100mm x W 16mm, 10pcs/tube			
	4	Unit	1,526.16	Calculator, compact, 12 digits			
	71	piece	2,892.54	Clearbook, 20 transparent pockets, for A4 size			
	6	box	90.00	Clip, backfold, 19mm x 12's			
	11	box	286.00	Clip, backfold, 25mm x 12's			
	2	box	78.00	Clip, backfold, 32mm x 12's			
	11	box	660.66	Clip, backfold, 50mm x 12's			
	35	piece	2,972.20	Data File Box, made of chipboard, with closed ends			
	2	box	1,624.48	Envelope, Expanding, Kraftboard, for legal size doc, 100's			
	24	box	2,202.00	Fastener, metal, non-sharp edges, 70mm between prongs, 50's			
	36	pack	11,048.40	Folder, with tab, A4, 50's, 14 pts			
	31	pack	10,958.50	Folder, with tab, legal, 50's, 14pts			
	2	cart	549.12	Ink Cart, Epson C13T6641 (T6641), Black			
	3	bottle	104.01	Ink for stamp pad, purple or violet, 50ml			

2	set	101.12	Marker, fluorescent			
90	piece	889.20	Marker, permanent, black, bullet type			
59	piece	868.48	Marker, whiteboard, black			
4	piece	58.88	Marker, whiteboard, blue			
2	piece	29.44	Marker, whiteboard, red			
23	pad	1,368.27	Note Pad, stick on, 3" x 3", 100's			
32	pad	1,304.64	Note Pad, stick on, 50mm x 76mm (2" x 3") min, 100's			
39	pad	2,543.19	Note Pad, stick on, 76mm x 100mm (3" x 4") min, 100's			
33	box	281.82	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box			
20	box	303.20	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box			
416	ream	62,537.28	Paper, Multicopy, A4, 80 gsm, 500 sheets			
3	box	135.00	Pencil, lead, with eraser, 12's			
77	ream	8,322.93	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets			
1	piece	165.88	Puncher, paper, heavy duty			
28	book	5,600.00	Record Book, 300 PAGES, size: 214mm x 278mm min			
25	book	5,875.00	Record Book, 500 PAGES, size: 214mm x 278mm min			
2	piece	38.90	Ruler, plastic, 450mm			
4	pair	178.48	Scissors, symmetrical, 8 inches pointed value straight stainless steel			
155	piece	3,454.95	Sign Pen, Black			
1	piece	38.45	Stamp Pad, Felt, bed dimension: 60mm x 100mm			
2	piece	140.00	Staple Remover, plier type			
3	box	180.00	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box			
35	box	862.75	Staple Wire, Standard, No. 35 (26/6), 5000's			
1	Unit	1,005.64	Stapler, heavy duty, binder type, 23/13			
3	piece	463.32	Stapler, standard type with remover, heavy duty, load cap: 200 min staples			
15	roll	525.00	Electrical Tape 3/4", 0.16mm x 19mm x 16m			
50	roll	3,003.00	Tape, masking, 24mm x 50m			
14	roll	1,641.64	Tape, masking, 48mm x 50m			
8	roll	196.80	Tape, packaging, 48mm x 50m			
271	roll	4,878.00	Tape, transparent, 24mm x 50m			
17	roll	373.49	Tape, transparent, 48mm x 50m			
			Nothing Follows			
					Total Amount in Figures	
					Total Amount in Words	
		Total:	142,823.72			

Note: Incomplete description of item/s will invalidate your quotations.

RFQ served by:

KRISTINE ANN C. AVELINO

Canvasser

Printed Name/Signature of Bidder

MMH-04-08-01

Andres
K. A. EUNB



PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : MMU/HOPSS		PR No.: <u>2023-05-0331</u> Responsibility Center Code : HOP-MMU	Date: 15/05/2023		
Stock/ Property	Unit	Item Description	Quantity	Unit Cost	Total Cost
OF-B04	tube	BLADE, for general purpose cutter /utility knife, L 100mm x W 16mm, 10pcs/tube	23	20.30	466.90
OF-C19	Unit	Calculator, compact, 12 digits	4	381.54	1,526.16
OF-C18	piece	Clearbook, 20 transparent pockets, for A4 size	71	40.74	2,892.54
OF-C12	box	Clip, backfold, 19mm x 12's	6	15.00	90.00
OF-C16	box	Clip, backfold, 25mm x 12's	11	26.00	286.00
OF-C15	box	Clip, backfold, 32mm x 12's	2	39.00	78.00
OF-C17	box	Clip, backfold, 50mm x 12's	11	60.06	660.66
OF-D01	piece	Data File Box, made of chipboard, with closed ends	35	84.92	2,972.20
OF-E02	box	Envelope, Expanding, Kraftboard, for legal size doc, 100's	2	812.24	1,624.48
OF-F03	box	Fastener, metal, non-sharp edges, 70mm between prongs, 50's	24	91.75	2,202.00
OF-F15	pack	Folder, with tab, A4, 50's, 14 pts	36	306.90	11,048.40
OF-F13	pack	Folder, with tab, legal, 50's, 14pts	31	353.50	10,958.50
OF-I09	cart	Ink Cart, Epson C13T6641 (T6641), Black	2	274.56	549.12
OF-I61	bottle	Ink for stamp pad, purple or violet, 50ml	3	34.67	104.01
OF-M06	set	Marker, fluorescent	2	50.56	101.12
OF-M01	piece	Marker, permanent, black, bullet type	90	9.88	889.20
OF-M02	piece	Marker, whiteboard, black	59	14.72	868.48
OF-M08	piece	Marker, whiteboard, blue	4	14.72	58.88
OF-M04	piece	Marker, whiteboard, red	2	14.72	29.44
OF-N01	pad	Note Pad, stick on, 3" x 3", 100's	23	59.49	1,368.27
OF-N02	pad	Note Pad, stick on, 50mm x 76mm (2" x 3") min, 100's	32	40.77	1,304.64
OF-N03	pad	Note Pad, stick on, 76mm x 100mm (3" x 4") min, 100's	39	65.21	2,543.19
OF-P01	box	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box	33	8.54	281.82
OF-P36	box	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box	20	15.16	303.20
OF-P05	ream	Paper, Multicopy, A4, 80 gsm, 500 sheets	416	150.33	62,537.28
OF-P28	box	Pencil, lead, with eraser, 12's	3	45.00	135.00
OF-P07	ream	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets	77	108.09	8,322.93
OF-P13	piece	Puncher, paper, heavy duty	1	165.88	165.88
OF-R01	book	Record Book, 300 PAGES, size: 214mm x 278mm min	28	200.00	5,600.00
Page 1 of 2				Sub-total	119,968.30

Purpose: For the use of various units/ offices.
(Supplies not available at Procurement Service as of May 15, 2023)

Requested by:	Approved by:
Signature 	
Printed Name CARMENCITA O. SAVELLA	MARIA LOURDES L. EVANGELISTA, MD, FPPA
Designation Supervising Administrative Officer	Medical Center Chief II

Janine

Approved
K. ABUNO

PURCHASE REQUEST

Entity Name: **MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

Fund Cluster: **01**

Office/Section : MMU/HOPSS		PR No.: <u>2023-05-0331</u> Responsibility Center Code : HOP-MMU	Date: 15/05/2023		
Stock/ Property	Unit	Item Description	Quantity	Unit Cost	Total Cost
OF-R02	book	Record Book, 500 PAGES, size: 214mm x 278mm min	25	235.00	5,875.00
OF-R06	piece	Ruler, plastic, 450mm	2	19.45	38.90
OF-S01	pair	Scissors, symmetrical, 8 inches pointed value straight stainless steel	4	44.62	178.48
OF-S03	piece	Sign Pen, Black	155	22.29	3,454.95
OF-S04	piece	Stamp Pad, Felt, bed dimension: 60mm x 100mm	1	38.45	38.45
OF-S13	piece	Staple Remover, plier type	2	70.00	140.00
OF-S08	box	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box	3	60.00	180.00
OF-S06	box	Staple Wire, Standard, No. 35 (26/6), 5000's	35	24.65	862.75
OF-S09	Unit	Stapler, heavy duty, binder type, 23/13	1	1,005.64	1,005.64
OF-S07	piece	Stapler, standard type with remover, heavy duty, load cap: 200 min staples	3	154.44	463.32
CM-E10	roll	Electrical Tape 3/4", 0.16mm x 19mm x 16m	15	35.00	525.00
OF-T02	roll	Tape, masking, 24mm x 50m	50	60.06	3,003.00
OF-T03	roll	Tape, masking, 48mm x 50m	14	117.26	1,641.64
OF-T13	roll	Tape, packaging, 48mm x 50m	8	24.60	196.80
OF-T04	roll	Tape, transparent, 24mm x 50m	271	18.00	4,878.00
OF-T12	roll	Tape, transparent, 48mm x 50m	17	21.97	373.49
		nothing follows		Sub-total	22,855.42
					-
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					-
		FUNDS AVAILABLE			-
		<i>Signature</i>			-
		LAARNI DC MAGLAQUI, MBA			-
		SAO - Budget Unit			-
					-
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					-
					-
					-
				Total	142,823.72

Purpose: For the use of various units/ offices.
(Supplies not available at Procurement Service as of May 15, 2023)

Requested by:	Approved by:
Signature	
Printed Name: <u>CARMENCITA O. SAVELLA</u>	<u>MARIA LOURDES L. EVANGELISTA, MD, FPPA</u>
Designati: <u>Supervising Administrative Officer</u>	<u>Medical Center Chief II</u>

Signature

Signature