



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: June 22, 2023
 PR No.: 2023-06-0386 (MMU)

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

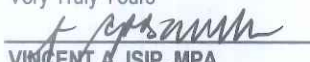
B.
Sir/ Madam:
 The Mariveles Mental Wellness and General Hospital (MMWGH) through its Bids and Awards Committee invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein subject to the Terms and Conditions and/or Technical 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-Jun-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
	15	tube	300.00	BLADE, for general purpose cutter /utility knife, L 100mm x W 16mm, 10pcs/tube			
	3	Unit	1,144.62	Calculator, compact, 12 digits			
	10	piece	407.40	Clearbook, 20 transparent pockets, for A4 size			
	2	piece	84.50	Clearbook, 20 transparent pockets, for Legal			
	14	box	210.00	Clip, backfold, 19mm x 12's			
	17	box	408.00	Clip, backfold, 25mm x 12's			
	28	box	952.00	Clip, backfold, 32mm x 12's			
	27	box	1,621.62	Clip, backfold, 50mm x 12's			
	5	piece	183.90	Cutter/Utility Knife, for general purpose, 40x60mm			
	109	piece	9,265.00	Data File Box, made of chipboard, with closed ends			
	5	piece	377.50	Data Folder, made of chipboard, taglia lock			
	1	box	740.40	Envelope, documentary, for A4 size document, 500's/box			
	2	box	2,039.76	Envelope, documentary, for Legal size document, 500's/box			
	1	box	812.24	Envelope, Expanding, Kraftboard, for legal size doc, 100's			
	1	box	416.02	Envelope, mailing, 500 pieces per box			
	33	box	3,027.75	Fastener, metal, non-sharp edges, 70mm between prongs, 50's			

49	pack	15,038.10	Folder, with tab, A4, 50's, 14 pts			
14	pack	4,949.00	Folder, with tab, legal, 50's, 14pts			
24	cart	6,589.44	Ink Cart, Epson C13T6641 (T6641), Black			
15	cart	4,118.40	Ink Cart, Epson C13T6642 (T6642), Cyan			
15	cart	4,118.40	Ink Cart, Epson C13T6643 (T6643), Magenta			
15	cart	4,118.40	Ink Cart, Epson C13T6644 (T6644), Yellow			
6	bottle	208.02	Ink for stamp pad, purple or violet, 50ml			
1	set	50.00	Marker, fluorescent			
191	piece	1,887.08	Marker, permanent, black, bullet type			
136	piece	2,001.92	Marker, whiteboard, black			
10	piece	147.20	Marker, whiteboard, blue			
12	piece	176.64	Marker, whiteboard, red			
28	pad	1,665.72	Note Pad, stick on, 3" x 3", 100's			
39	pad	1,590.03	Note Pad, stick on, 50mm x 76mm (2" x 3") min, 100's			
49	pad	3,195.29	Note Pad, stick on, 76mm x 100mm (3" x 4") min, 100's			
81	box	691.74	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box			
53	box	848.00	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box			
723	ream	108,688.59	Paper, Multicopy, A4, 80 gsm, 500 sheets			
1	piece	222.94	guide, 9-10mm in diameter			
10	box	420.00	Pencil, lead, with eraser, 12's			
184	ream	20,240.00	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets			
2	piece	626.66	Philippine National Flag, 100% polyester, L 6ft, W 3ft			
6	piece	995.28	Puncher, paper, heavy duty			
49	book	9,800.00	Record Book, 300 pages, size: 214mm x 278mm min			
53	book	12,455.00	Record Book, 500 PAGES, size: 214mm x 278mm min			
8	pair	356.96	Scissors, symmetrical, 8 inches pointed value straight stainless steel			
196	piece	4,368.84	Sign Pen, Black			
6	piece	230.70	Stamp Pad, Felt, bed dimension: 60mm x 100mm			
11	piece	770.00	Staple Remover, plier type			
6	box	360.00	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box			
53	box	1,325.00	Staple Wire, Standard, No. 35 (26/6), 5000's			
2	Unit	2,011.28	Stapler, heavy duty, binder type, 23/13			
8	piece	1,235.52	Stapler, standard type with remover, heavy duty, load cap: 200 min staples			
4	piece	282.48	Tape Dispenser, table top, 24mm width tape			
35	roll	1,225.00	Electrical Tape 3/4", 0.16mm x 19mm x 16m			
106	roll	6,366.36	Tape, masking, 24mm x 50m			
33	roll	3,869.58	Tape, masking, 48mm x 50m			
25	roll	625.00	Tape, packaging, 48mm x 50m			
408	roll	6,936.00	Tape, transparent, 24mm x 50m			
66	roll	1,452.00	Tape, transparent, 48mm x 50m			
			Nothing Follows			
					Total Amount in Figures	
					Total Amount in Words	
		Total:	258,247.28			

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


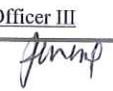
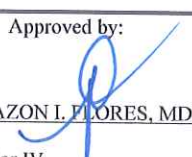
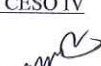
PURCHASE REQUEST

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

Fund Cluster: **01**

Office/Section :		PR No.: 2023-06-0386	Date: June 06, 2023		
MMU/HOPSS		Responsibility Center Code : HOP-MMU			
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	15	20.00	300.00
OF-C19	Unit	Calculator, compact, 12 digits	3	381.54	1,144.62
OF-C18	piece	Clearbook, 20 transparent pockets, for A4 size	10	40.74	407.40
OF-C07	piece	Clearbook, 20 transparent pockets, for Legal	2	42.25	84.50
OF-C12	box	Clip, backfold, 19mm x 12's	14	15.00	210.00
OF-C16	box	Clip, backfold, 25mm x 12's	17	24.00	408.00
OF-C15	box	Clip, backfold, 32mm x 12's	28	34.00	952.00
OF-C17	box	Clip, backfold, 50mm x 12's	27	60.06	1,621.62
OF-K01	piece	Cutter/Utility Knife, for general purpose, 40x60mm	5	36.78	183.90
OF-D01	piece	Data File Box, made of chipboard, with closed ends	109	85.00	9,265.00
OF-D02	piece	Data Folder, made of chipboard, taglia lock	5	75.50	377.50
OF-E08	box	Envelope, documentary, for A4 size document, 500's/box	1	740.40	740.40
OF-E15	box	Envelope, documentary, for Legal size document, 500's/box	2	1,019.88	2,039.76
OF-E02	box	Envelope, Expanding, Kraftboard, for legal size doc, 100's	1	812.24	812.24
OF-E03	box	Envelope, mailing, 500 pieces per box	1	416.02	416.02
OF-F03	box	Fastener, metal, non-sharp edges, 70mm between prongs,	33	91.75	3,027.75
OF-F15	pack	Folder, with tab, A4, 50's, 14 pts	49	306.90	15,038.10
OF-F13	pack	Folder, with tab, legal, 50's, 14pts	14	353.50	4,949.00
OF-I09	cart	Ink Cart, Epson C13T6641 (T6641), Black	24	274.56	6,589.44
OF-I10	cart	Ink Cart, Epson C13T6642 (T6642), Cyan	15	274.56	4,118.40
OF-I111	cart	Ink Cart, Epson C13T6643 (T6643), Magenta	15	274.56	4,118.40
OF-I12	cart	Ink Cart, Epson C13T6644 (T6644), Yellow	15	274.56	4,118.40
OF-I61	bottle	Ink for stamp pad, purple or violet, 50ml	6	34.67	208.02
OF-M06	set	Marker, fluorescent	1	50.00	50.00
OF-M01	piece	Marker, permanent, black, bullet type	191	9.88	1,887.08
OF-M02	piece	Marker, whiteboard, black	136	14.72	2,001.92
OF-M08	piece	Marker, whiteboard, blue	10	14.72	147.20
OF-M04	piece	Marker, whiteboard, red	12	14.72	176.64
OF-N01	pad	Note Pad, stick on, 3" x 3", 100's	28	59.49	1,665.72
OF-N02	pad	Note Pad, stick on, 50mm x 76mm (2" x 3") min, 100's	39	40.77	1,590.03
OF-N03	pad	Note Pad, stick on, 76mm x 100mm (3" x 4") min, 100's	49	65.21	3,195.29
OF-P01	box	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box	81	8.54	691.74
OF-P36	box	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box	53	16.00	848.00
OF-P05	ream	Paper, Multicopy, A4, 80 gsm, 500 sheets	723	150.33	108,688.59
OF-S17	piece	Pencil Sharpener, manual, single cutter head, one hole guide,	1	222.94	222.94
OF-P28	box	Pencil, lead, with eraser, 12's	10	42.00	420.00
OF-P07	ream	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets	184	110.00	20,240.00
OF-F12	piece	Philippine National Flag, 100% polyester, L 6ft, W 3ft	2	313.33	626.66
OF-P13	piece	Puncher, paper, heavy duty	6	165.88	995.28
OF-R01	book	Record Book, 300 pages, size: 214mm x 278mm min	49	200.00	9,800.00
Page 1 of 2				Sub-total	214,377.56

Purpose: For the use of various units/ offices.
(Supplies not available at Procurement Service as of June 05, 2023)

Requested by:  Signature : Printed Name : JASON S. CULALA <i>6/6/23</i> Designation Administrative Officer III 	Approved by:  CORAZON I. FLORES, MD, MPH, CESO IV Director IV 
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RANDOLPH B. ABUYO

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : MMU/HOPSS		PR No.: <u>2023-06-0386</u> Responsibility Center Code : HOP-MMU			Date: June 06, 2023	
Stock/Property	Unit	Item Description	Quantity	Unit Cost	Total Cost	
OF-R02	book	Record Book, 500 PAGES, size: 214mm x 278mm min	53	235.00	12,455.00	
OF-S01	pair	Scissors, symmetrical, 8 inches pointed value straight stainless steel	8	44.62	356.96	
OF-S03	piece	Sign Pen, Black	196	22.29	4,368.84	
OF-S04	piece	Stamp Pad, Felt, bed dimension: 60mm x 100mm	6	38.45	230.70	
OF-S13	piece	Staple Remover, plier type	11	70.00	770.00	
OF-S08	box	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box	6	60.00	360.00	
OF-S06	box	Staple Wire, Standard, No. 35 (26/6), 5000's	53	25.00	1,325.00	
OF-S09	Unit	Stapler, heavy duty, binder type, 23/13	2	1,005.64	2,011.28	
OF-S07	piece	Stapler, standard type with remover, heavy duty, load cap: 200 min staples	8	154.44	1,235.52	
OF-D05	piece	Tape Dispenser, table top, 24mm width tape	4	70.62	282.48	
CM-E10	roll	Electrical Tape 3/4", 0.16mm x 19mm x 16m	35	35.00	1,225.00	
OF-T02	roll	Tape, masking, 24mm x 50m	106	60.06	6,366.36	
OF-T03	roll	Tape, masking, 48mm x 50m	33	117.26	3,869.58	
OF-T13	roll	Tape, packaging, 48mm x 50m	25	25.00	625.00	
OF-T04	roll	Tape, transparent, 24mm x 50m	408	17.00	6,936.00	
OF-T12	roll	Tape, transparent, 48mm x 50m	66	22.00	1,452.00	
nothing follows				Sub-Total	43,869.72	
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FUNDS AVAILABLE					-	
<i>Signature</i>					-	
LAARNI DC MAGLAQUI, MBA					-	
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Page 2 of 2					Total	258,247.28

Purpose: For the use of various units/ offices.
(Supplies not available at Procurement Service as of June 05, 2023)

<p>Requested by:</p> <p>Signature : <i>[Signature]</i></p> <p>Printed Name : <u>JAYSON S. CULALA</u> 6/6/23</p> <p>Designation <u>Administrative Officer III</u></p>	<p>Approved by:</p> <p><i>[Signature]</i></p> <p><u>CORAZON FLORES, MD, MPH, CESO IV</u></p> <p>Director IV</p>
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[Signature]

[Signature]