

*Cyril D. Ramos*

### PURCHASE REQUEST

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

Fund Cluster: **05**

Office/Section : <b>NURSING</b>		PR No.: <b>2023-06-0399</b>	Date: <b>June 9, 2023</b>		
		Responsibility Center Code : <b>NUR-NUR</b>			
Stock/Property No	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	NUR-071 Whiteboard eraser magnetic	2	88.00	176.00
	unit	NUR-075 Lamination Machine, Heavy duty, desktop laminator, up to 13"	1	2,662.00	2,662.00
	piece	NUR-079 Paper Cutter, A4	1	1,210.00	1,210.00
	unit	NUR-082 Paper Shredder , strip cut shredder, shreds up to 8 sheets (70 gsm) per pass, 15 liters	1	6,897.00	6,897.00
	box	NUR-575 Name tag, Blue	4	550.00	2,200.00
	box	NUR-576 Name tag, Pink	4	550.00	2,200.00
	piece	NUR-582 WHITEBOARD WALL TYPE (3X6 FEET)with frame	1	3,080.00	3,080.00
	unit	NUR-583 PAPER ORGANIZER 12 LAYERS (32cm length, width 40cm, height 87cm)	1	3,850.00	3,850.00
	piece	NUR-584 TAPE DISPENSER, (non-skid base 13 Holds 1" core tape, up to 3/4" wide and 1500" long)	1	275.00	275.00
*nothing follows*					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
<b>FUNDS AVAILABLE</b>					
<i>Laarni</i>					
<b>LAARNI DE MAGLAQUI, MBA</b>					
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
<b>Sub-Total</b>					<b>22,550.00</b>
<b>Grand Total</b>					<b>64,544.90</b>

Purpose: For Level 1 General Hospital Licensing.

Requested by:	Approved by:
Signature : <i>Ronald S. Hernandez</i>	<i>Corazon I. Flores</i>
Printed Name : <u>RONALD S. HERNANDEZ, RN</u>	<u>CORAZON I. FLORES, MD, MPH, CESO IV</u>
Designation : <u>Nurse IV/In-charge, CSSU</u>	<u>Director IV</u>

*Yrallyn*

*SJR*  
Cyron D. Ramos

## PURCHASE REQUEST


SHARL VALLE


Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 15

Office/Section :		PR No.:	Date:		
NURSING		2023-06-0399	June 9, 2023		
		Responsibility Center Code : NUR-NUR			
Stock/Property No	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	NUR-347 Automatic sharpener	2	385.00	770.00
	piece	NUR-348 Ballpen, Black	100	11.86	1,186.00
	pair	NUR-349 Bookends, Metal, 130x170x125mm	10	363.00	3,630.00
	roll	NUR-049 Cartolina, BLUE	25	8.25	206.25
	roll	NUR-050 Cartolina, Green	25	8.25	206.25
	roll	NUR-051 Cartolina, Pink	25	8.25	206.25
	roll	NUR-052 Cartolina, Yellow	25	8.25	206.25
	pack	NUR-350 Clear Sheet, Protector, A4 x 10's	25	66.55	1,663.75
	pack	NUR-351 Clear Sheet, Protector, Legal x 10's	25	72.60	1,815.00
	pack	NUR-053 Clearbook, Refill, A4	25	31.46	786.50
	pack	NUR-054 Clearbook, Refill, Legal	25	37.51	937.75
	piece	NUR-055 Clip Board, Legal size, Plastic	25	66.55	1,663.75
	piece	NUR-056 CLIP BOARD, size A4, plastic	25	66.55	1,663.75
	piece	NUR-057 Confidentiality Roller Stamp - 63 x 39 x 24mm - plastic + special photosensitive material - refillable ink - 20 pieces, blue - 20 pieces, green - 20 pieces, pink	2	157.30	314.60
	piece	NUR-058 Cork board 2'x3' wall type with aluminum frame	2	1,815.00	3,630.00
	box	NUR-059 Fastener, Plastic x 50's	10	42.35	423.50
	piece	NUR-060 File Tray, 2 layers, metal	2	598.95	1,197.90
	piece	NUR-061 Flash Drive, 32 GB	2	484.00	968.00
	bottle	NUR-352 Ink, marking, permanent, refill, black, 10ml	10	181.50	1,815.00
	ream	NUR-063 Laminating Film, A4 250 micron x 100's	5	798.60	3,993.00
	set	NUR-353 Magnetic pins x 12's	5	198.00	990.00
	pack	NUR-354 Paper, Sticker, A4 size x 10's	5	66.55	332.75
	pack	NUR-065 Photo Paper, A4, 260gsm, Matte x 10s	5	266.20	1,331.00
	yard	NUR-066 Plastic Cover	25	76.23	1,905.75
	box	NUR-067 Push Pin x 100's	10	36.30	363.00
	roll	NUR-069 Tape, Double-sided, 1"	25	50.82	1,270.50
	piece	NUR-070 White board, 2ft x 3 ft with frame	4	2,129.60	8,518.40
<b>Sub-Total</b>					<b>41,994.90</b>

Purpose: For Level 1 General Hospital Licensing.

Requested by:  
Signature  
Printed Name :   
Designation: Nurse IV/In-charge, CSSU

Approved by:  
  
CORAZON I. FLORES, MD, MPH, CESO IV  
Director IV



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: July 6, 2023  
 PR No.: 2023-06-0399 (NUR)

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 12-Jul-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
	2	piece	770.00	Automatic sharpener			
	100	piece	1,186.00	Ballpen, Black			
	10	pair	3,630.00	Bookends, Metal, 130x170x125mm			
	25	roll	206.25	Cartolina, BLUE			
	25	roll	206.25	Cartolina, Green			
	25	roll	206.25	Cartolina, Pink			
	25	roll	206.25	Cartolina, Yellow			
	25	pack	1,663.75	Clear Sheet, Protector, A4 x 10's			
	25	pack	1,815.00	Clear Sheet, Protector, Legal x 10's			
	25	pack	786.50	Clearbook, Refill, A4			
	25	pack	937.75	Clearbook, Refill, Legal			
	25	piece	1,663.75	Clip Board, Legal size, Plastic			
	25	piece	1,663.75	CLIP BOARD, size A4, plastic			
	2	piece	314.60	Confidentiality Roller Stamp - 63 x 39 x 24mm - plastic + special photosensitive material - refillable ink - 20 pieces, blue - 20 pieces, green - 20 pieces, pink			

2	piece	3,630.00	Cork board 2'x3' wall type with aluminum frame		
10	box	423.50	Fastener, Plastic x 50's		
2	piece	1,197.90	File Tray, 2 layers, metal		
2	piece	968.00	Flash Drive, 32 GB		
10	bottle	1,815.00	Ink, marking, permanent, refill, black, 10ml		
5	ream	3,993.00	Laminating Film, A4 250 micron x 100's		
5	set	990.00	Magnetic pins x 12's		
5	pack	332.75	Paper, Sticker, A4 size x 10's		
5	pack	1,331.00	Photo Paper, A4, 260gsm, Matte x 10s		
25	yard	1,905.75	Plastic Cover		
10	box	363.00	Push Pin x 100's		
25	roll	1,270.50	Tape, Double-sided, 1"		
4	piece	8,518.40	White board, 2ft x 3 ft with frame		
2	piece	176.00	Whiteboard eraser magnetic		
1	unit	2,662.00	Lamination Machine, Heavy duty, desktop laminator, up to 13"		
1	piece	1,210.00	Paper Cutter, A4		
1	unit	6,897.00	Paper Shredder, , strip cut shredder, shreds up to 8 sheets (70 gsm) per pass, 15 liters		
4	box	2,200.00	Name tag, Blue		
4	box	2,200.00	Name tag, Pink		
1	piece	3,080.00	WHITEBOARD WALL TYPE (3X6 FEET)with frame		
1	unit	3,850.00	PAPER ORGANIZER 12 LAYERS (32cm length, width 40cm, height 87cm)		
1	piece	275.00	TAPE DISPENSER, (non-skid base 13 Holds 1" core tape, up to 3/4" wide and 1500" long)		
			<b>**Nothing Follows**</b>		
					<b>Total Amount in Figures</b>
					<b>Total Amount in Words</b>
		<b>Total:</b>	<b>64,544.90</b>		

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