



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 27, 2023
PR No.: 2023-07-0493 (MMU)

A.

Business Name: _____

Address: _____

Contact No./ Email: _____

TIN: _____

Shop

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

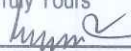
- PhilGEPS Registration Number/ Certificate
- Mayor's/ Business Permit
- DTI/ SEC Certificate
- BIR Form 2303
- Tax Clearance
- Sample Invoice/ O.R./ C.R.
- Omnibus Sworn Statement (for ABCs above 50K; for winning bidder only)
- Income/ Business tax Return (for ABCs above 500K)

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 02 AUG 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
1	442	piece	53,040.00	Data File Box, made of chipboard, with closed ends			
2	5	piece	444.80	Data Folder, made of chipboard, with taglia lock			
3	3	box	7,923.00	Envelope, Expanding, Kraftboard, for legal size doc, 100's			
4	57	box	3,565.35	Fastener, metal, non-sharp edges, 70mm between prongs, 50's			
5	2	set	100.00	Marker, fluorescent			
6	191	piece	2,654.90	Marker, permanent, black, bullet type			
7	2	piece	29.44	Marker, whiteboard, red			
8	114	box	1,109.22	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box			
9	73	box	1,623.52	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box			
10	1139	ream	304,705.28	Paper, Multicopy, A4, 80 gsm, 500 sheets			
11	184	ream	42,320.00	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets			
12	28	book	4,088.00	Record Book, 300 pages, size: 214mm x 278mm min			
13	25	book	4,675.00	Record Book, 500 PAGES, size: 214mm x 278mm min			
14	4	piece	77.80	Ruler, plastic, 450mm			

15	4	pair	178.48	Scissors, symmetrical, 8 inches pointed value straight stainless steel			
16	3	box	123.00	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box			
17	88	box	5,280.00	Staple Wire, Standard, No. 35 (26/6), 5000's/ box			
18	4	piece	480.00	Tape Dispenser, table top, 24mm width tape			
19	50	roll	1,750.00	Electrical Tape 3/4", 0.16mm x 19mm x 16m			
20	156	roll	11,700.00	Tape, masking, 24mm x 50m			
21	33	roll	4,128.30	Tape, masking, 48mm x 50m			
22	25	roll	1,500.00	Tape, packaging, 48mm x 50m			
23	271	roll	4,607.00	Tape, transparent, 24mm x 50m			
24	66	roll	2,970.00	Tape, transparent, 48mm x 50m			
				Nothing Follows			
						Total Amount in Figures	
						Total Amount in Words	
		Total:	459,073.09				

RFQ served by:

KRISTINE ANN C. AVELINO
Canvasser

Printed Name/Signature of Bidder

MMH-04-08-01

Adrian K. Alipando

PURCHASE REQUEST

Entity Name: **MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL** Fund Cluster: **01**

Office/Section : MMU/HOPSS		PR No.: 102307-0493		Date: 10 JUL 2023	
Responsibility Center Code : HOP-MMU		Item Description		Quantity	Total Cost
Stock/Property	Unit			Unit Cost	
OF-D01	piece	Data File Box, made of chipboard, with closed ends		442	53,040.00
OF-D02	piece	Data Folder, made of chipboard, with taglia lock		5	44.80
OF-E02	box	Envelope, Expanding, Kraftboard, for legal size doc, 100's		3	7,923.42000
OF-F03	box	Fastener, metal, non-sharp edges, 70mm between prongs, 50's		57	3,565.35
OF-M06	set	Marker, fluorescent		2	100.00
OF-M01	piece	Marker, permanent, black, bullet type		191	2,654.90
OF-M04	piece	Marker, whiteboard, red		2	29.44
OF-P01	box	Paper Clip, vinyl/plastic, 33mm, 100's/box or 52g min. net of box		114	1,109.22
OF-P36	box	Paper Clip, vinyl/plastic, 50mm, 100's/box or 120g min. net of box		73	1,623.52
OF-P05	ream	Paper, Multicopy, A4, 80 gsm, 500 sheets		1139	304,705.28
OF-P07	ream	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets		184	42,320.00
OF-R01	book	Record Book, 300 pages, size: 214mm x 278mm min		28	4,088.00
OF-R02	book	Record Book, 500 PAGES, size: 214mm x 278mm min		25	4,675.00
OF-R06	piece	Ruler, plastic, 450mm		4	77.80
OF-S01	pair	Scissors, symmetrical, 8 inches pointed value straight stainless steel		4	178.48
OF-S08	box	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box		3	123.00
OF-S06	box	Staple Wire, Standard, No. 35 (26/6), 5000's/ box		88	5,280.00
OF-D05	piece	Tape Dispenser, table top, 24mm width tape		4	480.00
CM-E10	roll	Electrical Tape 3/4", 0.16mm x 19mm x 16m		50	1,750.00
OF-T02	roll	Tape, masking, 24mm x 50m		156	11,700.00
OF-T03	roll	Tape, masking, 48mm x 50m		33	4,128.30
OF-T13	roll	Tape, packaging, 48mm x 50m		25	1,500.00
OF-T04	roll	Tape, transparent, 24mm x 50m		271	4,607.00
OF-T12	roll	Tape, transparent, 48mm x 50m		66	2,970.00
		FUNDS AVAILABLE			-
		L AARNI DC MACLAQUI, MBA			-
		PMO II		Total	454,270.09

Purpose: For the use of various units/ offices.

Apr 8

Signature

Approved by:

Printed Name :

Carmen
CARMEN O. SABELLA, MPA

CORAZON L. FLORES, MD., MPH, CESO IV

Designati

Supervising Administrative Officer

Director IV

for mp

mpc