



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 24, 2023  
 PR No.: 2023-07-0496 (QAC)

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 01 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	1	lot	120,000.00	ISO 9001:2015 Consultation and Training			
				August 14, 2023			
				SEMINARS			
				a. ISO Awareness Seminar for newly hired employee (AM)			
				b. Work Values and Attitude Enhancement Seminar (PM)			
				August 15 - 17, 2023			
				Review of Records and Gap Analysis			
				To review documents and assist the ISO contact person to fulfill the ISO document requirements like:			
				a. Corrective Preventive Action Records			
				b. PACD Customer Feedbacks Records			
				c. Management Review Records			
				d. Objective Target and Plan Records			
				e. Audit Report (IQA and Closure of CB Audit)			
				f. DCC Annual Review of Documents			
				f.1 DCN (new/ obsolete/ revised documents)			
				g. Updates on Risks and Opportunities Registry			
				h. Updates of Quality Manual for any changes made			

				i. Review of Organizational Chart			
				j. Legal and Statutory Records			
				k. Updates of the Context of the organization			
				l. Review of Development Plan			
				m. Review of Minutes of Meeting of:			
				m.1 Medical Unit			
				m.2 Nursing Service			
				m.3 Hospital Committees			
				n. Review of Learning and Development Records			
				<b>Preparation of Certifying Body Audit</b>			
				The consultant will assist the organization in			
				preparation for the certifying body audit			
				<b>August 18, 2023</b>			
				<b>CB Recertification Audit Assistance</b>			
				To assist the organization during the CB			
				Recertification Audit			
				<b>**Nothing Follows**</b>			
						Total Amount in	
						Figures	
						Total Amount in	
						Words	
			Total:	120,000.00			

RFQ served by:

**RANDOLPH B. ABUYO**  
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: **QAC** PR No.: **102301-0496** Date: **July 7, 2023**  
 Responsibility Center Code: **OMCC-QAC**

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<b>ISO 9001:2015 Consultation and Training</b> August 14, 2023	1	120,000.00	120,000.00
		<b>SEMINARS</b>			
		a. ISO Awareness Seminar for newly hired employce (AM)			
		b. Work Values and Attitude Enhancement Seminar (PM)			
		<b>August 15 - 17, 2023</b>			
		<b>Review of Records and Gap Analysis</b>			
		To review documents and assist the ISO contact person to fulfill the ISO document requirements like:			
		a. Corrective Preventive Action Records			
		b. PACD Customer Feedbacks Records			
		c. Management Review Records			
		d. Objective Target and Plan Records			
		e. Audit Report (IQA and Closure of CB Audit)			
		f. DCC Annual Review of Documents			
		f.1 DCN (new/ obsolete/ revised documents)			
		g. Updates on Risks and Opportunities Registry			
		h. Updates of Quality Manual for any changes made			
		i. Review of Organizational Chart			
		j. Legal and Statutory Records			
		k. Updates of the Context of the organization			
		l. Review of Development Plan			
		m. Review of Minutes of Meeting of:			
		m.1 Medical Unit			
		m.2 Nursing Service			
		m.3 Hospital Committees			
		n. Review of Learning and Development Records			
		<b>Preparation of Certifying Body Audit</b>			
		The consultant will assist the organization in preparation for the certifying body audit			
		<b>August 18, 2023</b>			
		<b>CB Recertification Audit Assistance</b>			
		To assist the organization during the CB Recertification Audit			
					<b>120,000.00</b>

**FUNDS AVAILABLE**

*Johny*  
**L. AARNI DC MAGLAQUI, MBA**  
 (PMO)

Purpose: For the preparation of Recertification of ISO 9001:2015 Audit on August 18, 2023

Requested by: *Mary Rodeline M. Casuyan*  
 Printed Name: **MARY RODELINÉ M. CASUYAN**  
 Designation: **Member, QAC Secretariat**

Approved by: *[Signature]*  
**CORAZON FLORES, MD., MPH., CESO IV**  
 Director IV