



REQUEST FOR QUOTATION

Date: August 14, 2023
PR No.: 2023-08-0555 (PROC)

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 may be 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 18 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

SGD.

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	70	Pax	462,000.00	Food and Hotel Accommodation for August 23 -25, 2023			
				Check In: August 23, 2023			
				Check Out: August 25, 2023			
				INCLUSION			
				1. Room Accommodation			
				Quadruple, Triple and/or Twin Sharing Rooms			
				2. Meals			
				1st Day: AM Snacks, Lunch, PM Snacks, Dinner			
				2nd Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
				3rd Day: Breakfast, AM Snacks			
				3. Function Hall			
				Classroom Type, with round tables and chairs			
				Good for 70 pax			
				With Projector, White Screen, Microphones and Sound Systems			

				4. Other Inclusions			
				With free access of wifi			
				With free access of swimming facilities			
				With free flowing coffee			
				Complete Banquet Equipment			
2	2	Pax	22,000.00	Food and Hotel Accommodation			
				for August 22 -26, 2023			
				Check In: August 22, 2023			
				Check Out: August 26, 2023			
				INCLUSION			
				1. Room Accommodation			
				Quadruple, Triple and/or Twin Sharing Rooms			
				2. Meals			
				1st Day: PM Snacks, Dinner			
				2nd Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
				3rd Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
				4th Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
				4th Day: Breakfast, AM Snacks			
				3. Function Hall			
				Classroom Type, with round tables and chairs			
				Good for 70 pax			
				With Projector, White Screen, Microphones and Sound Systems			
				4. Other Inclusions			
				With free access of wifi			
				With free access of swimming facilities			
				With free flowing coffee			
				Complete Banquet Equipment			
				Nothing Follows			
						Total Amount in Figures	
						Total Amount in Words	
			Total: 484,000.00				

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

RFQ served by:

RANDOLP B. ABUYO

Canvasser

Printed Name/Signature of Bidder

MMH-04-08-01

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL Fund Cluster: OT-CAF

Office/Section : PROCUREMENT		PR No.: <u>2023-08-0955</u> Responsibility Center Code: HOP-PROC	Date: August 10, 2023		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Food and Hotel Accommodation for August 22 -26, 2023	2	11,000.00	22,000.00
		Check In: August 22, 2023			
		Check Out: August 26, 2023			
		INCLUSION			
		1. Room Accommodation			
		Quadruple, Triple and/or Twin Sharing Rooms			
		2. Meals			
		1st Day: PM Snacks, Dinner			
		2nd Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
		3rd Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
		4th Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner			
		4th Day: Breakfast, AM Snacks			
		3. Function Hall			
		Classroom Type, with round tables and chairs			
		Good for 70 pax			
		With Projector, White Screen, Microphones and Sound Systems			
		4. Other Inclusions			
		With free access of wifi			
		With free access of swimming facilities			
		With free flowing coffee			
		Complete Banquet Equipment			
		nothing follows			
		(Page 2 of 2)			
				Total	484,000.00

Purpose: For the food and hotel accommodation of participants and resource speakers for Training on RA 9184 and 2016 Revised IRR on August 23 - 25, 2023 at Pampanga

Requested by:	<u>SGD.</u>	Approved by:	<u>SGD.</u>
Signature :			
Printed Name :	<u>MARY RODELINE M. CASUAYAN</u>		<u>MARIA LOURDES L. EVANGELISTA, MD, FPPA</u>
Designation :	<u>Administrative Officer III</u>		<u>Medical Center Chief II</u>

FUNDS AVAILABLE
SGD.
L AARNI DC/MAGLAQUI, MBA