

SGD.
J. Vitdu

PURCHASE REQUEST

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

Office/Section : OMCC-OSM		PR No.: <u>2023-120852</u> SGD.	Date: <u>025-DEC-2023</u>		
		Responsibility Center Code <u>OMCC/OSM</u>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		WFP-OSM-011 & 015			
	piece	CORPO PERSONALIZED JACKET Materials: Microfiber, Water Repellant Color : BLACK Imprint Methods: embroidery, vinyl print, or rubberized silkscreen	27	2,000.00	54,000.00
		~nothing follows~			
FUNDS AVAILABLE:					
SGD.					
LAARNI D. MAGLAQUI, MBA Financial Management Officer II					
				Total	54,000.00
Purpose: Tokens/Collaterals for <i>PGS Awareness Day and Strategic Formulation, and Cascading (PGS Core Team & TWG, MSGC Members & Service Secretaries)</i>					
Signature :	Requested by: SGD.		Approved by: SGD. <u>DEC 19 2023</u>		
Printed Name :	ILDEBRANDO R. RUAYA JR, RN, MHSS, FISQua		CORAZON FLORES MD, MPH, CESO IV		
Designation :	Training Specialist IV SGD.		DIRECTOR IV SGD.		



REQUEST FOR QUOTATION

Date: December 27, 2023
PR No.: 2023-12-0852 (OSM)

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 January 3, 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
	27	piece	54,000.00	CORPO PERSONALIZED JACKET Materials: Microfiber, Water Repellant Color : BLACK Imprint Methods: embroidery, vinyl print, or rubberized silkscreen			
				Nothing Follows			
					Total Amount in Figures		
					Total Amount in Words		
		TOTAL:	54,000.00				

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

RFQ served by:

JUMEL S. PATDU
Canvasser

Printed Name/Signature of Bidder