

PURCHASE REQUEST

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

Fund Cluster: **01**

Office/Section :		PR No.: 2024-04-0198		Date: April 3, 2024	
MMU/HOPSS		Responsibility Center Code : HOP-MMU			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OH-B03	piece	Broom, stick, ting-ting	380	40.00	15,200.00
OF-C01	box	Carbon Film, Polyethylene, 216 x 330mm, Legal x 100's	7	285.00	1,995.00
OH-C05	bottle	Cleaner, toilet bowl and urinal, 900ml-1,000ml minimum net content	5	250.00	1,250.00
OH-D20	can	Disinfectant Spray, aerosol type, 400g minimum net content	610	400.00	244,000.00
OF-P06	ream	Paper, Multicopy, Legal, 80 gsm, 500 sheets	364	235.00	85,540.00
OH-S11	pack	Scouring Pad, made of synthetic nylon, 140 x 200mm x 5's	2	128.00	256.00
OF-S08	box	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box	22	43.00	946.00
OF-S06	box	Staple Wire, Standard, No. 35 (26/6), 5000's	212	33.00	6,996.00
CM-E10	roll	Electrical Tape 3/4", 0.16mm x 19mm x 16m	39	48.00	1,872.00
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				Total	358,055.00

FUNDS AVAILABLE
for **SGD.**
MARY JOY S. BANIQUEO
Administrative Officer IV

Purpose: For the use of various units/ offices.
(Supplies not available at Procurement Service with Reference APR No. 24-00755 & 24-00801)

Requested by:
Signature : **SGD.**
Printed **CARMENCITA O. SAVELLA, MPA**
Name :
Designation **Supervising Administrative Officer**

Approved by:
SGD.
VINCENT A. ISIP, MPA
Chief Administrative Officer



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: May 15, 2024

PR No.: Various Units

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
- PCAB License (for Infrastructure)
- Professional License/ Curriculum Vitae (for Consulting Services)
- Sample Invoice/ O.R./ C.R.
- Omnibus Sworn Statement (for ABCs above 50K; must be submitted by the winning bidder within 2 days from notification of Procurement Office)
- 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 **May 21, 2024, 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 **sixty (60) calendar days** from the deadline of submission. 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 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
- 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 supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation/Proposal and/or Technical Specifications
- 8 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
- 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. The entirety of the items listed in the Purchase Order/ Job Order must be delivered. Incomplete or partial deliveries will not be accepted.
- 10 **Warranty:** To ensure the delivery of the quality goods and ensure that manufacturing defects will be corrected by the supplier, the supplier shall provide a warranty security
 For goods, the supplier shall impose a three (3) month-period in case of Expendable Supplies or a minimum of one (1) year in the case of Non-Expendable Supplies after acceptance of the delivered supplies. Warranty security may be obligated by the supplier through special bank guarantee or retention money in an amount equivalent to 2.5% of the total contract price.
 For infrastructure, contractor shall be required to post a warranty in accordance with the following schedule. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of the said one (1) year period.
 - Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. (Equivalent to 5% of the Total Contract Price)
 - Bank guarantee confirmed by a Universal or Commercial Bank. (Equivalent to 5% of the Total Contract Price)
 - Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. (Equivalent to 30% of the Total Contract Price)

The said amounts shall only be released after the lapse of the given warranty period pursuant to Section 62.1 of the 2016 Revised IRR of RA 9184.

- 11 **Payment terms:** _____ working days upon completion of delivery

Very Truly Yours
 SGD.

VINCENT A. ISIP, MPA
 Chief Administrative Officer



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

Item No.	QTY	Unit	ABC	Technical Specifications/ Description	(to be filled up by the supplier)		
					Brand/ Model	Unit Price	Total Amount
1	7	box	1,995.00	Carbon Film, Polyethylene, 216 x 330mm, Legal x 100's			
2	364	ream	85,540.00	Paper, Multicopy, Legal, 80 gsm, 500 sheets			
3	22	box	946.00	Staple Wire, heavy duty, binder type, 23/13, 1000's/box			
4	212	box	6,996.00	Staple Wire, Standard, No. 35 (26/6), 5000's			
				nothing follows			
						Total Amount in Figures	
						Total Amount in Words	
		Total	95,477.00				

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

RFQ served by:

Randolph B. Abuyo
Canvasser

Printed Name/Signature of Bidder