



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: August 14, 2024

PR No.: Various PR-IT & Office Supplies

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)

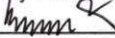
C. This pro-forma quotation may be submitted either in a sealed envelope to the BAC Office at the address provided, or electronically via email to [bidsandawardscommittee.mmwgh@gmail.com](mailto:bidsandawardscommittee.mmwgh@gmail.com) on or before **August 20, 2024**, adhering to the following conditions:

**Terms and Conditions:**

- 1 The BAC will only accept sealed bids or quotations, or bids received via the specified email address mentioned above
  - 2 All entries shall be typed or written in a clear legible manner
  - 3 All prices offered herein are valid, binding and effective for **sixty (60) calendar days** from the deadline of submission. Alternative bids shall be rejected.
  - 4 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
  - 5 MMWGH may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract
  - 6 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
  - 7 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
  - 8 The supplier is permitted to use their pro-forma quotation bearing either the company's or supplier's letterhead. And 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 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
  - 10 **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.
  - 11 **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.

12 **Payment terms:** Fifteen (15) working days upon completion of delivery

Very Truly Yours

  
 \_\_\_\_\_  
**VINCENT A. ISIP, MPA**  
 Chief Administrative Officer





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Item No.	QTY	Unit	ABC	Technical Specifications/ Description	(to be filled up by the supplier)		
					Brand/ Model	Unit Price	Total Amount
1	103	piece	18,071.35	Arch file, 2", black, legal			
2	22	piece	3,859.90	Arch file, 2", blue, legal			
3	2	piece	770.00	Automatic sharpener (4.5" stainless steel with metal body; can be fixed on table, suitable for 6-8mm wooden pencils and colored pencils, for standard 8mm diameter pencils, color black)			
4	491	piece	5,823.26	Ballpen, Black (ballpoint, water gel, tip: 0.5-1mm)			
5	2	piece	2,530.00	BLUETOOTH SPEAKER SET, Stereo Bluetooth 2.1 Speaker System; Driver size: 2x2.5; Impedance: 8; Output power(RMS): 2X3W; Driver size: 3.5; Impedance: 4; Output power(RMS): 6W; 7 color lighting FX; 24W RMS total sytem power; FM radio; TF card; USB input; AUX IN; True Stereo; Inclusion: Warranty Certification			
6	3	piece	3,630.00	BLUETOOTH SPEAKERS, PORTABLE TECHNICAL SPECS: - Connectivity Technology: Bluetooth - Features: Wireless, Bluetooth docking - Rated power: 3w - Charging Port: Micro-USB - Water Resistance: IP54 - Subwoofer diameter: 1cm - Mounting Type: Tabletop - Battery Life: Up to 3 hours, 660mAh - Inclusion: Warranty Certification			
7	3	pair	1,089.00	Bookends, Metal, 130x170x125mm			
8	1	unit	15,400.00	Cabinet, Filing, steel, 5-Layer, with 2-door, glass window			
9	6	piece	65,340.00	Cabinet, Filing, steel, vertical, four drawers, with lock, Dimensions (L x W x H): 45.6 x 62 x 133.1 cm			
10	48	roll	396.00	Cartolina Red			
11	48	roll	396.00	Cartolina White			
12	63	roll	519.75	Cartolina, BLUE			
13	65	roll	536.25	Cartolina, Green			
14	65	roll	536.25	Cartolina, Pink			
15	65	roll	536.25	Cartolina, Yellow			
16	14	unit	60,984.00	Chair, Mesh, swivel, gas lift, heavy-duty, with arm rest			
17	2	Unit	13,310.00	Chair, Office, Highback (High back mesh chair with adjustable headrest, lumbar support, flip-up armrests, 360 swivel gas lift, heavy-duty, black color L60xW52xH101cm)			
18	39	pack	2,595.45	Clear Sheet, Protector, A4 x 10's			
19	127	pack	9,499.60	Clear Sheet, Protector, Legal x 10's			
20	124	pack	3,901.04	Clearbook, Refill, A4 x10's			
21	43	pack	1,612.93	Clearbook, Refill, Legal x10's			
22	27	piece	1,796.85	Clip Board, A4 size, plastic, portrait			
23	23	piece	1,530.65	Clip Board, Legal size, plastic, portrait			
24	8	piece	748.00	Columnar Notebook 24 columns			
25	6	piece	943.80	Confidentiality Roller Stamp, 63 x 39 x 24mm; plastic + special photosensitive material; refillable ink;black			
26	6	piece	10,890.00	Cork board 2'x3' wall type with aluminum frame			
27	1	Unit	4,119.50	DESKTOP MICROPHONE ONLY, Gooseneck Microphone; On/Off/Mute/Talk/On mode switch; Acoustic Principle: Condenser; Polar Pattern: Cardioid; Frequency Response: 50-16000Hz; Sensitivity: -35±2dB (0dB=1V/Pa @ 1KHz); Signal to Noise Ratio: 80dB; Output connector: XLR Connector; Power requirement: 48V Phantom Power; Inclusion: Warranty Certification			





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28	2	piece	5,280.00	Drawer, 5 layers, plastic, for documents, collapsible, atleast with dimension L-41.5cm x W-34.3cm x H-104cm		
29	50	piece	2,238.50	DVD rewritable, speed: 4x min, 4.7 GB min.capacity		
30	15	piece	330.00	Envelope, Plastic, Expanding with Snap Button, Clear, Any Color, Long, 15 x 11in		
31	6	Unit	29,700.00	EXTERNAL HARD DISK DRIVE (HDD) TECHNICAL SPECS: - Interface: USB 3.0 - Capacity: 2 TB - Product Colours: Blue / Silver / Black / Red - Warranty: 3 years - Length: 113.50mm - Width: 76.00mm - Typical Weight: 0.15 kg - Backup Plus Slim Portable Drive - 18-inch (45cm) USB 3.0 cable - Quick start guide - 3-year limited warranty - NTFS driver for Mac preloaded on drive - Inclusions: Warranty Certificate		
32	161	box	7,526.75	Fastener, Plastic x 50's		
33	9	piece	5,390.55	File Tray, 2 layers, metal		
34	13	piece	6,292.00	Flash Drive, 128 GB		
35	76	piece	1,517.72	Folder, Expanding, Legal (Green)		
36	1	bottle	66.00	Glue, multi-purpose, non-toxic,130g (white)		
37	3	Unit	6,596.70	HEADSET, WIRED WITH MICROPHONE TECHNICAL SPECS: - Features: Adjustable Headband - Impedance: 21 Ohm - Sound Pressure Level: 100 dB - Minimum Frequency Response: 20 Hz - Maximum Frequency Response: 20 kHz - Host Interface: Mini-phone (3.5mm) - Colour: Black - Form Factor: Circumaural - Weight (Approximate): 256 g - Microphone Controls: Noise Cancellation - Microphone Technology: Omni-directional - Microphone Design: Boom - Earpiece Design: Over-the-head - Earpiece Type: Binaural - Driver Size: 5 cm - Inclusion: Warranty Certification		
38	8	bottle	5,866.64	Ink refill, Brother BT5000, Cyan, 48.8ml		
39	8	bottle	5,866.64	Ink refill, Brother BT5000, Magenta, 48.8ml		
40	8	bottle	5,866.64	Ink refill, Brother BT5000, Yellow, 48.8ml		
41	10	bottle	7,345.20	Ink refill, Brother BTD60BK, Black, 108ml		
42	6	cartridge	36,590.40	Ink refill, Brother TN-3448		
43	4	bottle	1,760.00	Ink refill, Canon GI-71, 135ml, black		
44	2	bottle	880.00	Ink refill, Canon GI-71, 70ml, cyan		
45	2	bottle	880.00	Ink refill, Canon GI-71, 70ml, magenta		
46	2	bottle	880.00	Ink refill, Canon GI-71, 70ml, yellow		
47	379	bottle	142,883.00	Ink refill, EPSON 003, black, 65 ml, ≥ 2 years shelf life		
48	158	bottle	59,730.32	Ink refill, EPSON 003, cyan, 65 ml, ≥ 2 years shelf life		
49	160	bottle	60,486.40	Ink refill, EPSON 003, magenta, 65 ml, ≥ 2 years shelf life		
50	163	bottle	61,620.52	Ink refill, EPSON 003, yellow, 65 ml, ≥ 2 years shelf life		
51	15	bottle	15,251.55	Ink refill, Epson 008, Black, Pigment, 127ml		
52	9	bottle	7,588.35	Ink refill, Epson 008, Cyan, Pigment, 70ml		
53	9	bottle	7,588.35	Ink refill, Epson 008, Magenta, Pigment, 70ml		
54	9	bottle	7,588.35	Ink refill, Epson 008, Yellow, Pigment, 70ml		



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55	2	bottle	1,100.00	Ink refill, Epson T6731, Black, 70ml			
56	2	bottle	1,100.00	Ink refill, Epson T6732, Cyan 70ml			
57	2	bottle	1,100.00	Ink refill, Epson T6733, Magenta 70ml			
58	2	bottle	1,100.00	Ink refill, Epson T6734, Yellow 70ml			
59	16	bottle	2,904.00	Ink, marking, permanent, refill, black, 10ml, ≥ 2 years shelf life			
60	2	set	1,452.00	Keyboard and mouse set with case, bluetooth, compatible for tablet			
61	2	piece	1,815.00	Keyboard, computer, USB (with Num Pad)			
62	17	ream	13,596.94	Laminating Film, A4 250 micron x 100's			
63	9	pack	1,806.03	Laminating Pouches 70mm x 100mm			
64	2	set	396.00	Magnetic pins x 12's			
65	4	pack	338.80	Manila Paper, 93" x 122" 10 pcs/pack			
66	3	piece	198.00	Marker, Permanent, black, bullet type, refillable			
67	40	piece	1,597.20	Marker, Permanent, Twin tip -0.4 mm and 1 mm; quick-dry, smudge-free, water-proof "provide sample"			
68	1	Unit	7,368.90	MICROPHONE, WIRELESS WITH RECEIVER TECHNICAL SPECS: -Dual Channel UHF Mic -2 Wireless Channels UHF -Dynamic Capsule -USB Charging With Built In Rechargeable battery -Frequency Stability : 0.005% -Frequency Response: 50 Hz-20KHz -S/N ratio : >100dB -Working range: >40m -Power Supply: AC 180-220V , 50/60Hz -Inclusion: 1 pc. PL Plug Connector, 2 pcs. USB Battery, 2 pcs. Mic, Owner's Manual, Warranty Certification			
69	1	piece	1,221.00	Paper Cutter, A4 (wood base, up to 10 sheets of 80gsm, heavy duty)			
70	31	ream	8,402.24	Paper, colored, Light blue, 250 sheets/ream			
71	36	ream	9,757.44	Paper, colored, Light green, 250 sheets/ream			
72	31	ream	5,590.20	Paper, colored, Light orange, 250 sheets/ream			
73	26	ream	7,047.04	Paper, colored, Light pink, 250 sheets/ream			
74	26	ream	7,172.88	Paper, colored, Light yellow, 250 sheets/ream			
75	3	ream	2,315.94	Paper, Multicopy, A3, minimum 80gsm			
76	97	pack	5,868.50	Paper, Specialty board, A4, White/Pale Cream color x 10's			
77	50	pack	3,465.00	Paper, Specialty Board, Legal x 10's Pale Cream 200GSM			
78	70	pack	4,658.50	Paper, Sticker, waterproof, A4 size x 10's			
79	52	pack	13,855.40	Photo Paper, A4, 260gsm, Matte x 10s			
80	118	yard	8,995.14	Plastic Cover, thickness: 1.5mm			
81	40	pack	7,260.00	Printable Vinyl Sticker Paper, Matte, A4 Size, 20's			





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82	7	Unit	80,811.50	<p>PRINTER A4 Wi-Fi ALL-IN-ONE INK TANK PRINTER WITH SCANNER</p> <p>TECHNICAL SPECS:</p> <ul style="list-style-type: none"> <li>- Printer Type: Print, Scan, Copy</li> <li>- Printing Technology:</li> <li>- Print Method: On-demand inkjet (Piezoelectric)</li> <li>- Printer Language:ESC/P-R, ESC/P Raster</li> <li>- Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzle per Colour (Cyan, Magenta, Yellow)</li> <li>- Maximum Resolution:5760 x 1440 dpi</li> <li>- Automatic 2-sided Printing:No</li> <li>- Maximum Copy Resolution: 600 x 600 dpi</li> <li>- Maximum Copy Size: A4, Letter</li> <li>- Scanner Type: Flatbed colour image scanner</li> <li>- Sensor Type: CIS</li> <li>- Optical Resolution:1200 x 2400 dpi</li> <li>- Maximum Scan Area: 216 x 297 mm</li> <li>- Maximum Paper Size: 215.9 x 1200 mm</li> <li>- Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6</li> </ul>		
83	1	Unit	11,434.50	<p>PRINTER, A4, All-in-One Ink Tank Printer with ADF</p> <p>TECHNICAL SPECS:</p> <ul style="list-style-type: none"> <li>- Printer Type: Print, Scan, Copy, Fax with ADF</li> <li>- Compact integrated tank design</li> <li>- High-yield ink bottles</li> <li>- Spill-free, error-free refilling</li> <li>- Print Method: On-demand inkjet (Piezoelectric)</li> <li>- Printer Language: ESC/P-R, ESC/P Raster</li> <li>- Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzle per Colour (Cyan, Magenta, Yellow)</li> <li>- Maximum Resolution: 5760 x 1440 dpi</li> <li>- Automatic 2-sided Printing: No</li> <li>- Maximum Copy Resolution: 600 x 600 dpi</li> <li>- Maximum Copy Size: Legal</li> <li>- Scanner Type: Flatbed colour image scanner</li> <li>- Sensor Type: CIS</li> <li>- Optical Resolution: 1200 x 2400 dpi</li> <li>- Maximum Scan Area: 216 x 297 mm</li> <li>- Maximum Paper Size: 215.9 x 1200 mm</li> <li>- Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6, Envelopes: #10, DL, C6</li> <li>- Inclusion: Warranty Certification</li> </ul>		
84	1	pack	290.40	Punch Card (Time Card) x 100's (as per HRMU's Sample)		
85	17	box	617.10	Push Pin x 100's		
86	1	pad	44.00	Sticky Note Flags, 44x12 mm, any color		
87	6	piece	23,100.00	Table, Office, 1.5' x 3', with 3 drawers (Wood)		
88	1	piece	6,600.00	Table, Office, 2'x4', with 3 drawers (Wood)		
89	2	piece	330.00	Tape Dispenser, handheld for 24mm tape		
90	36	roll	4,557.96	Tape, Double Sided with Foam, 1"		
91	80	roll	4,176.00	Tape, Double-sided, 1"		
92	12	roll	726.00	Thermal Paper Roll, with 38 mm - 40 mm, x 2 meters		
93	15	roll	907.50	Thermal Paper Roll, with 55 mm - 57 mm, x 2 meters		



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94	2	Unit	5,929.00	UNINTERRUPTIBLE POWER SUPPLY (UPS) (4 UNIVERSAL SOCKETS) Minimum Specifications: - Output Power Capacity: 650VA, AVR, 230V - Output Frequency: 50/60 Hz +/-1 Hz - Nominal Input Voltage: 230V - Maximum Input Current: 5A - Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte leak-proof - Recharging Time: 4 Hours - 4-6 Universal outlets - Inclusion: Warranty Certification		
95	3	piece	4,616.70	WEBCAM WITH MIC TECHNICAL SPECS: - FHD WEBCAM 1080p - Max Resolution: 1080p/30fps or better - Built-in Mic: Single Mic - Lens Type: Full HD Glass lens - Focus Type: Fixed Focus - Inclusion: Warranty Certification -Output Format: MJPEG YUY2 -USB Transfer: USB 2.0 High-speed -Viewing Angle: 70 degrees -System Requirements: Windows 7/8/8.1/10 or above -Inclusions: Warranty Certification		
96	3	piece	6,388.80	White board, 2ft x 3 ft with frame		
97	9	piece	792.00	Whiteboard eraser magnetic		
				<b>***Nothing Follows***</b>		
						<b>Total Amount in Figures</b>
						<b>Total Amount in Words</b>
		<b>TOTAL</b>	<b>997,780.02</b>			

\*\*\*Suppliers shall include the Brand and Model

**Will not participate due to:**

- Budget is too low.
- Requested item not available
- Venue is fully booked
- Does not have eligibility documents
- Non-conformity with government payments
- Others, please specify \_\_\_\_\_

After having carefully read and accepted the General Conditions, I/ We quote you on the item at prices noted above.

RFQ served by:

**Randolph Abuyo**  
 Canvasser

Printed Name/Signature of Bidder