



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
 P. Monroe Street, Poblacion, Mariveles, Bataan, Philippines, 2105
 Mobile: 0968-854-5320
 procurement@mmh.gov.ph / procurement.mmwgh@gmail.com / mmwgh.gov.ph

REQUEST FOR QUOTATION

Date: October 31, 2024
 PR No.: 2024-10-0729 (OCAO)

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 on or before **November 07, 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	75	pax	8,025.00	Milkfish in Oil, atleast 230 grams			
2	75	pax	16,650.00	Crab Paste, atleast 250 grams			
3	75	pax	16,650.00	Nilasing na Hipon, atleast 200 grams			
4	75	pax	11,400.00	Minasa con Cashew, atleast 300 grams			
5	75	pax	28,125.00	Burlap Bag, 35* 30cm* 15cm			
				Nothing Follows			
						Total Amount in Figures	
						Total Amount in Words	
			80,850.00				

***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

PPMP, APP to follow, due to its urgency. *Handwritten*

Handwritten Signature
 RANDOLPH B. ABUYO

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: (CAO-2024-10-004770)

Office/Section : OCAO		PR No.: <u>2024-10-0729</u>	Date: 21-Oct-24		
		Responsibility Center Code : HOP-CAO			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		(CAO-013)			-
		Tokens for the Management Support Cluster I Management Review and Operational Planning Workshop for CY 2025 on November 25-27, 2024, at Subic Area			
	Pax	Milkfish in Oil, at least 230grams	75	107.00	8,025.00
	Pax	Crab Paste, at least 250grams	75	222.00	16,650.00
	Pax	Nilasing na Hipon, at least 200grams	75	222.00	16,650.00
	Pax	Minasa Con Cashew, at least 300grams	75	152.00	11,400.00
	Pax	Burlap Bag 35*30cm*15cm	75	375.00	28,125.00
		<i>*nothing follows*</i>			
		FUNDS AVAILABLE			
		<i>Handwritten Signature</i> MARY JOY S. BANIQUED Administrative Officer IV 30 OCT 2024			
		Total		Total	80,850.00

Purpose: Tokens for the participants of Management Support Cluster I Management Review and Operational Planning Workshop for CY 2025 on November 25-27, 2024, at Subic Area

Requested by: *Handwritten Signature*
 Signature : JUN ANGELICA S. ORLINO
 Printed Name : JUN ANGELICA S. ORLINO
 Designation : Administrative Assistant III

Approved by: *Handwritten Signature*
 Signature : VINCENT A. ISIP, MPA
 Printed Name : VINCENT A. ISIP, MPA
 Designation : Chief Administrative Officer