



PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : <b>OMCC-PETRU</b>		PR No.: <u>1023030174</u> Responsibility Center Code : <u>OMCC-PET</u>	Date: 9 March 2023		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	Sit Stand Desk Cart with Table (PET-0050, PET-002) <sup>PET-000</sup> ** nothing follows **	2	7500.00	15000.00
<b>FUNDS AVAILABLE</b>					
<i>John</i> <b>LAARNI DC MAGLAQUI, MBA</b> SAO - Budget Unit					
RE-PR: PRICE INCREASE					
TOTAL					15,000.00

Purpose: To stand comfortably with good posture while typing on a laptop or when discussing in trainings.

Requested by:	Approved by:
Signature : 	
Printed Name : <b>ILDEBRANDO R. RUAYA JR., RN, MHSS, FISQua</b>	<b>MARIA LOURDES L. EVANGELISTA, MD, FPPA</b>
Designation : <b>Training Specialist IV</b>	<b>Medical Center Chief II</b>









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: March 27, 2023  
 PR No.: CONSOLIDATED

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 **March 30, 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  
  
 \_\_\_\_\_  
**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	piece	1,840.00	Carpet Lenox Tan Color, 163x125cm			
	1	set	11,500.00	Food Models (please see attached photo)			
	10	bottle	2,242.50	Pure Essential oil, 10m 10ml oregano			
	20	bottle	4,485.00	Pure Essential oil, 10m 10ml camphor			
	2	piece	3,450.00	Shoe Stool Cabinet 3-layer, w/acrylic flip storage & door bamboo organizer, 60x32x39cm			
	2	piece	2,300.00	Wooden Basin Calabash Bowl 16"x18"x5" (please see attached photo)			
	1	piece	360.00	Basin, Deep, stainless steel W36cm x Depth 14cm			
	2	piece	4,400.00	Stainless steel medical chair back rest adjusted OR chair with 5 castors, size: diameter 330mm x 490-660mm			

	9	piece	6,534.00	Vistor Guest Chair			
				Plastic and sled base			
	2	unit	15,000.00	Sit Stand Desk Cart			
				with table, (please see attached photo)			
	7	piece	315.00	Illustration Board			
				1/4 cut size 20 inches x 15 inches			
	7	set	840.00	Washable Poster Color			
				6 set of color			
	7	piece	210.00	Paint Brush			
				size 1"			
	10	set	1,500.00	Hand Towel			
				Set			
	10	piece	1,500.00	Anti-bacterial hand soap			
				225ml			
	30	bottle	4,800.00	Alcohol 70%			
				with spray bottle			
				300ml			
				<b>**nothing follows**</b>			
						Total Amount in Figures	
						Total Amount in Words	
			<b>Total: 61,276.50</b>				

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

RFQ served by:

**KRISTINE ANN C. AVELINO**

Canvasser

Printed Name/Signature of Bidder

MMH-04-08-01