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Kodeline

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: SAA

Office/Section :		PR No.: <u>10 2303 0200</u>	Date: March 22, 2023		
PROCUREMENT		Responsibility Center Code: HOP-PRO			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Food and Hotel Accommodation for April 12-15, 2023	100	8,800.00	880,000.00
		Inclusion:			
		1. ROOM ACCOMMODATION			
		5 Solo Room, Other Room - Quadruple/ Triple Sharing			
		2. MEALS			
		1st Day: PM Snacks, Dinner			
		2nd Day: Breakfast (Preferrably Buffet Set-up) Lunch PM Snacks, Dinner for Socials with additional drinks and Pica- pica			
		3rd Day: Breakfast (Preferrably Buffet Set-up) Lunch, PM Snacks, Dinner (Team Building, Whole day)			
		4th Day: Breakfast (Preferrably Buffet Set-up)			
		3. OTHER INCLUSIONS			
		Use of Function Room for atleast 8-12 hours per day - (1st and 2nd day only)			
		Classroom Type (with tables and chairs)			
		Complete Banquet Equipment			
		Free use of swimming facilities			
		Sound System with Microphones			
		Pads and pencils and candies			
		Use of Projector with White Screen			
		Free flowing coffee for hours			
		nothing follows			
					880,000.00

Purpose: Hotel and Food Accommodation for the participants of ONE FIELD IMPLEMENTATION AND COORDINATION TEAM STRATEGIC PLANNING on April 12-15, 2023 at Subic, Zambales or Bataan

Requested by:	Approved by:
Signature : <u><i>Kristine Ann C. Avelino</i></u>	<u><i>Maria Lourdes L. Evangelista</i></u>
Printed Name : <u>KRISTINE ANN C. AVELINO</u>	<u>MARIA LOURDES L. EVANGELISTA, MD, FPPA</u>
Designation : <u>Administrative Assistant III- Procurement</u>	<u>Medical Center Chief II</u>

FUNDS AVAILABLE
Subic
LAARNI DC MAGLAQUI, MBA
SAO/- Budget Unit



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.: 2023-03-0200(PROC)

A.
Business Name: _____
Address: _____
Contact No./ Email: _____
TIN: _____

B.
Sir/ Madam:

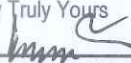
The Mariveles Mental Wellness and General Hospital (MMWGH) through its Bids and Awards Committee invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein subject to the Terms and Conditions and/or Technical Specifications 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 31-Mar-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
	100	pax	880,000.00	Food and Hotel Accommodation			
				for April 12-15, 2023			
				Inclusion:			
				1. ROOM ACCOMMODATION			
				5 Solo Room, Other Room -			
				Quadruple/ Triple Sharing			
				2. MEALS			
				1st Day: PM Snacks, Dinner			
				2nd Day: Breakfast (Preferrably Buffet Set-up) Lunch			
				PM Snacks, Dinner for Socials with additional			
				drinks and Pica- pica			
				3rd Day: Breakfast (Preferrably Buffet Set-up)			
				Lunch, PM Snacks, Dinner			
				(Team Building, Whole day)			
				4th Day: Breakfast (Preferrably Buffet Set-up)			
				3. OTHER INCLUSIONS			
				Use of Function Room for atleast 8-12 hours per day -			

			(1st and 2nd day only)			
			Classroom Type (with tables and chairs)			
			Complete Banquet Equipment			
			Free use of swimming facilities			
			Sound System with Microphones			
			Pads and pencils and candies			
			Use of Projector with White Screen			
			Free flowing coffee for hours			
			nothing follows			
					Total Amount in Figures	
					Total Amount in Words	
		Total:	880,000.00			

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