

**PURCHASE REQUEST**

**Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL** **Fund Cluster: 01**

Office/Section : <b>MMU/HOPSS</b>		PR No.: <u>2023-06-0381</u>	Date: <b>June 05, 2023</b>		
		Responsibility Center Code : <b>HOP-MMU</b>			
Stock/ Property	Unit	Item Description	Quantity	Unit Cost	Total Cost
MS-A05	gallon	Alcohol, ethyl, 68%-72%, 1 Gallon, FDA Approved	704	426.71	300,403.84
MS-A01	bottle	Alcohol, Ethyl, 68%-72%, 500 ml, FDA Approved	12	73.22	878.64
OS-B16	pack	Battery, dry Cell, size AA, x 2's	9	39.93	359.37
OS-B36	pack	Battery, dry Cell, size AAA x 2's	9	21.70	195.30
OS-S80	bottle	Liquid Handsoap, net content 500mL, Anti-Bacterial, FDA Approved, bottle: pump dispenser plastic	139	113.26	15,743.14
OS-S103	bottle	Liquid Hand Sanitizer, net content 500mL, Antimicrobial, FDA Approved, bottle: pump dispenser plastic	2	166.57	333.14
OS-R02	box	RUBBER BAND, No. 18	1	110.06	110.06
MS-T52	unit	Thermogun, Infrared Digital Thermometer/ Thermal Scanner, non-contact forehead temperature, with fever alarm/ measuring range; 35-42.9 degree celcius, uses 2 x AAA batteries, with 1 second response time, measuring distance: 1cm to 3cm, Large LCD with back light, memory recall of 32 reading.	70	450.00	31,500.00
<i>***nothing follows***</i>					
<b>FUNDS AVAILABLE</b>					
<i>LAARNI DC/MAGLAQUI, MBA</i>					
				<b>Total</b>	<b>349,523.49</b>

**Purpose:** For the use of various units/ offices.  
(Supplies not available at Procurement Service as of June 05, 2023)

<p>Requested by:</p> <p>Signature : </p> <p>Printed Name : <u>JAYSON S. CULALA</u> <i>6/5/23</i></p> <p>Designation <u>Administrative Officer III</u></p> <p style="text-align: center;"><i>JSC</i></p>	<p>Approved by:</p> <p></p> <p><u>CORAZON I. FLORES, MD, MPH, CESO IV</u></p> <p><u>Director IV</u></p> <p style="text-align: right;"><i>mmf</i></p>
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**REQUEST FOR QUOTATION**

Date: June 22, 2023  
 PR No.: 2023-06-0381 (MMU)

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 29-Jun-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
704	gallon	300,403.84		Alcohol, ethyl, 68%-72%, 1 Gallon, FDA Approved			
12	bottle	878.64		Alcohol, Ethyl, 68%-72%, 500 ml, FDA Approved			
9	pack	359.37		Battery, dry Cell, size AA, x 2's			
9	pack	195.30		Battery, dry Cell, size AAA x 2's			
139	bottle	15,743.14		Liquid Handsoap, net content 500mL, Anti-Bacterial, FDA Approved, bottle: pump dispenser plastic			
2	bottle	333.14		Liquid Hand Sanitizer, net content 500mL, Antimicrobial, FDA Approved, bottle: pump dispenser plastic			
1	box	110.06		RUBBER BAND, No. 18			
70	unit	31,500.00		Thermogun, Infrared Digital Thermometer/ Thermal Scanner, non-contact forehead temperature, with fever alarm/ measuring range; 35-42.9 degree celcius, uses 2 x AAA batteries, with 1 second response time, measuring distance: 1cm to 3cm, Large LCD with back light, memory recall of 32 reading.			
<b>**Nothing Follows**</b>							
						<b>Total Amount in Figures</b>	
						<b>Total Amount in Words</b>	
			<b>Total:</b>	<b>349,523.49</b>			

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

RFQ served by:

**KRISTINE ANN C. AVELINO**  
 Canvasser

Printed Name/Signature of Bidder