



REQUEST FOR QUOTATION

Date: August 11, 2023
PR No.: 2023-08-0546 (QAC)
07-0506A (OMCC)

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 17 AUG 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

SGD.

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	1	unit	22,000.00	Conference Table Dimension: in CM - 200L x 100D x 75H in Inch - 79L x 39D x 30H Material: MDF Smooth Corners and Edges Color: Wenge *Table footing with less obstruction while sitting			
2	8	unit	79,200.00	Conference Chair Material: Polyurethane Finish Leatherette Back and Seat, Chrome starbase with castor wheels, Metal Chrome Armrest with leather. Size:L608xW695xH1118-1168mm Weight Capacity: 136kgs Adjustable Gaslift			
				Nothing Follows			
						Total Amount in Figures	
						Total Amount in Words	
		Total:	101,200.00				

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

RFQ served by:

KRISTINE ANN C. AVELINO

Canvasser

Printed Name/Signature of Bidder

PURCHASE REQUEST

SGD.
K. MACHINIS

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 05

Office/Section : OMCC-OMCC		PR No.: <u>1023070500-A</u>	Date: July 13, 2023		
		Responsibility Center Code : OMC-OMC			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Conference Table (MCC-051) Dimension: in CM - 200L X 100D X 75H in Inch - 79L X 39D X 30H Material: MDF Smoth Corners and Edges Color: Wenge *table footing with less obstruction when sitting	1	22,000.00	22,000.00
	unit	Conference Chair (MCC-052) Material: Polyurethane finish Leatherette back and seat, chrome starbase with castor wheels, Metal Chrome Armrest with leather. Color: Black Size: L608xW695xH1118-1168mm Weight Capacity: 136 kgs Adjustable gaslift	8	9,900.00	79,200.00
nothing follows					
FUNDS AVAILABLE					
SGD.					
LAARNI D. MAGLAQUI, MBA / FMO II					
Total					101,200.00

Purpose: For the use of MCC and MANCOM members

Requested by:
Signature : **SGD.**
Printed Name: **KIMBERLY ABBEY M. PEREZ**
Designation : Administrative Assistant II

Approved by:
SGD.
CORAZON I. FLORES, MD, MPH, CESO IV
Director IV
SGD.