



**REQUEST FOR QUOTATION**

Date: August 14, 2023  
 PR No.: 2023-08-0543 (NUR)

**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 18 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 Saliient 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	5	bottle	173.35	INK, for stamp pad (50ml)			
2	1	box	229.37	CARBON FILM, legal			
3	100	reams	15,033.00	PAPER, MULTICOPY, A4, 80 gsm			
4	100	reams	14,048.00	PAPER, MULTICOPY, Legal, 80gsm			
5	15	book	1,166.85	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
6	15	book	1,681.65	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
7	5	jar	393.25	GLUE, all purpose (200g)			
8	20	box	434.80	STAPLE WIRE, heavy duty, binder type, 23/13			
9	20	box	493.00	STAPLE WIRE, standard			
10	20	roll	1,201.20	TAPE, masking, 24mm			
11	20	roll	2,345.20	TAPE, MASKING, 48mm			
12	20	roll	492.00	TAPE, packaging, 48mm			
13	50	roll	555.00	TAPE, transparent, 24mm			
14	50	roll	1,098.50	TAPE, transparent, 48mm			
15	2	piece	38.90	RULER, plastic, 450mm			
16	3	unit	367.29	MOUSE, OPTICAL, USB connection type			
17	50	box	482.00	CLIP, backfold, 19mm			
18	50	box	837.00	CLIP, backfold, 25mm			
19	50	box	1,230.00	CLIP, backfold, 32mm			
20	50	box	3,003.00	CLIP, backfold, 50mm			



PURCHASE REQUEST

SGD.

K. A. ...

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Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster:

Office/Section : NURSING		PR No.: <u>9023-08-05 43</u> Responsibility Center Code : NUR-NUR	Date: August 07, 2023		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OF-I52	bottle	NUR-002: INK, for stamp pad (50ml)	5	34.67	173.35
OF-C1	box	NUR-325: CARBON FILM, legal	1	229.37	229.37
OF-P5	reams	NUR-006: PAPER, MULTICOPY, A4, 80 gsm	100	150.33	15,033.00
OF-P6	reams	NUR-007: PAPER, MULTICOPY, Legal, 80gsm	100	140.48	14,048.00
OF-R1	book	NUR-008: RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	15	77.79	1,166.85
OF-R2	book	NUR-009: RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	15	112.11	1,681.65
OF-G1	jar	NUR-011: GLUE, all purpose (200g)	5	78.65	393.25
OF-S8	box	NUR-012: STAPLE WIRE, heavy duty, binder type, 23/13	20	21.74	434.80
OF-S6	box	NUR-013: STAPLE WIRE, standard	20	24.65	493.00
OF-T2	roll	NUR-014: TAPE, masking, 24mm	20	60.06	1,201.20
OF-T3	roll	NUR-330: TAPE, MASKING, 48mm	20	117.26	2,345.20
OF-T13	roll	NUR-015: TAPE, packaging, 48mm	20	24.60	492.00
OF-T4	roll	NUR-016: TAPE, transparent, 24mm	50	11.10	555.00
OF-T12	roll	NUR-017: TAPE, transparent, 48mm	50	21.97	1,098.50
OF-R6	piece	NUR-019: RULER, plastic, 450mm	2	19.45	38.90
OS-M8	unit	NUR-022: MOUSE, OPTICAL, USB connection type	3	122.43	367.29
OF-C27	box	NUR-332: CLIP, backfold, 19mm	50	9.64	482.00
OF-C16	box	NUR-333: CLIP, backfold, 25mm	50	16.74	837.00
OF-C15	box	NUR-334: CLIP, backfold, 32mm	50	24.60	1,230.00
OF-C17	box	NUR-335: CLIP, backfold, 50mm	50	60.06	3,003.00
OF-D1	piece	NUR-024: DATA FILE BOX	50	84.92	4,246.00
OF-D2	piece	NUR-336: DATA FOLDER	25	75.50	1,887.50
OF-E8	box	NUR-337: ENVELOPE, documentary, A4	100	740.40	74,040.00
OF-E9	box	NUR-338: ENVELOPE, DOCUMENTARY, for legal size document	100	1,019.88	101,988.00
OF-E11	piece	NUR-339: ERASER, FELT, for blackboard/whiteboard	5	11.33	56.65
OF-F3	box	NUR-025: FASTENER, metal, non-sharp edges	10	91.75	917.50
OF-F6	pack	NUR-026: FOLDER, with tab, A4	25	306.90	7,672.50
OF-F8	pack	NUR-027: FOLDER, with tab, legal	25	353.50	8,837.50
OF-M2	piece	NUR-340: MARKER, whiteboard, black	25	14.72	368.00
OF-M8	piece	NUR-030: MARKER, whiteboard, blue	25	14.72	368.00
OF-M4	piece	NUR-341: MARKER, whiteboard, red	25	14.72	368.00
OF-M1	piece	NUR-031: MARKER, permanent, black, bullet type	25	9.88	247.00
OF-P1	box	NUR-032: PAPER CLIP, vinyl/plastic coated, 33mm	25	8.54	213.50
OF-P2	box	NUR-033: PAPER CLIP, vinyl/plastic coated, 50mm	25	15.16	379.00
OF-P28	box	NUR-034: PENCIL, lead, with eraser	5	22.87	114.35
OS-R2	box	NUR-342: RUBBER BAND, No. 18	3	110.06	330.18
OF-S4	piece	NUR-035: STAMP PAD, felt	3	38.45	115.35
OF-S17	piece	NUR-036: PENCIL SHARPENER, manual, single cutter head	5	222.94	1,114.70
OF-P13	piece	NUR-037: PUNCHER, paper, heavy duty	25	165.88	4,147.00
OF-S1	pair	NUR-038: SCISSORS, symmetrical	25	44.62	1,115.50
OF-S7	piece	NUR-039: STAPLER, standard type	25	154.44	3,861.00
OF-S13	piece	NUR-041: STAPLE REMOVER, plier type	25	27.39	684.75
OF-D5	piece	NUR-042: TAPE DISPENSER, table top	25	70.62	1,765.50
OF-C19	unit	NUR-043: CALCULATOR, compact	5	381.54	1,907.70
OF-C43	piece	NUR-044: CLEARBOOK, 20 Transparent pockets, A4	25	40.74	1,018.50
OF-C44	piece	NUR-045: CLEARBOOK, 20 Transparent pockets, Legal	25	42.25	1,056.25
OF-E10	piece	NUR-345: ERASER, plastic/rubber	5	4.81	24.05
OF-S3	piece	NUR-346: SIGN PEN, black	50	22.29	1,114.50
<b>Total</b>					<b>265,261.84</b>

Purpose: Provision of supplies for the operations of Medical Ward, Operating and Delivery Room and Emergency Room.

FUNDS AVAILABLE

Requested by:

Signature :  
Printed Name : RONALD S. HERNANDEZ, RN

Designation : Nurse IV/In-charge, CSSU

SGD.  
LAARNI DC MAGLAQUI, MBA  
Pho II

Approved by:

SGD.  
MARIA LOURDES L. EVANGELISTA, MD, FPPA  
Medical Center Chief II

SGD.