



**REQUEST FOR QUOTATION**



Date: September 22, 2023  
PR No.: 2023-09-0607 (HRMU)

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 proforma quotation may be submitted through registered or electronic mail to the BAC Secretariat at the above address or email to procurement@mmwgh.gov.ph or procurement.mmwgh@gmail.com on or before September 28, 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 the 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	61,600.00	A3 Printer with ADF - Wi-Fi Duplex All-in-One Ink Tank Printer, - Print speed of up to 25.0 ipm - Print, scan and copy up to A3+ - Automatic duplex printing - Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) -Printer Type: Print, Scan, Copy, Fax with ADF  Copy Function: - Reduction / Enlargement:25 - 400% - Maximum Copy Size: A3 -Copy Resolution:600 x 600 dpi - Scanner Type:Flatbed colour image scanner - Optical Resolution:1200 x 2400 dpi -Maximum Scan Area:297 x 431.8 (mm) -LCD Screen: 4.3" Colour LCD Touch Screen - USB:USB 2.0 -Network:Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct -Network Protocol: TCP/IPv4, TCP/IPv6 -Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTTP, SLP, WSD, LLTD -Maximum Paper Size:329 x 6000 mm - Paper Sizes: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4, 200dpi - Colour: 10 sec / Up to 9.0 ipm Scan speed (Flatbed / ADF (Simplex   Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm   11.5 ipm;   6.0 ipm  Inclusion: Warranty Certification  **Nothing Follows**			
					<b>Total Amount in Figures</b>		
					<b>Total Amount in Words</b>		
		Total:	61,600.00				

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

RFQ served by:

**KRISTINE ANN C. AVELINO**  
Canvasser

Printer Name/Signature of Bidder

MMH-04-08-01

**PURCHASE REQUEST**

Fund Cluster: **05**

Entity Name: **MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

Office/Section : **HRMU** PR No.: **2023-09-06 07** **SGD.SGD.** **607** Date: **13 SEP 2023**  
 Responsibility Center Code : **HOP**

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	A3 Printer with ADF, Wi-fi Duplex All-in-One Ink Tank Printer <b>HRM-064</b>	1	61,600.00	61,600.00
		Print speed of up to 25.0 ipm, Print, scan and copy up to A3+			
		Automatic duplex printing, Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour)			
		Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour), Printer Type: Print, Scan, Copy, Fax with ADF			
		Copy Function: Reduction / Enlargement:25 - 400%, Maximum Copy Size: A3			
		Copy Resolution:600 x 600 dpi, Optical Resolution:1200 x 2400 dpi			
		Maximum Scan Area:297 x 431.8 (mm), LCD Screen: 4.3" Colour LCD Touch Screen, USB:USB 2.0			
		Network:Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct, Network Protocol:TCP/IPv4, TCP/IPv6			
		Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SIP, WSD, LLTD			
		Maximum Paper Size:329 x 6000 mm			
		Paper Sizes: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4			
		Scan speed (Flatbed / ADF (Simplex   Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm   11.5 ipm; 200dpi, Colour: 10 sec / Up to 9.0 ipm   6.0 ipm			
		Inclusion: Warranty Certification			
<b>FUNDS AVAILABLE</b>					
<b>SGD.</b>					
<b>LAARNI DC MAGLAQUI, MBA</b>					
<b>FMO II</b>					
<b>Total</b>					61,600.00

Purpose: **Printing of payrolls intended for authorized personnel benefits.**

Signature : **SGD.** Approved By: **SGD.**  
 Printed Name : **LEA-JEAL** **MARIA LOURDES L. EVANGELISTA, MD, FPPA**  
 Designation : **Supervising Administrative Officer** **Medical Center Chief II** **SGD.**  
**SEP 14 2023** /VAI