



**REQUEST FOR QUOTATION**

Date: September 26, 2023  
 PR No.: 2023-09-0620 (LAB)

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 02 OCT 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	unit	65,000.00	<b>Digital Blood Bag Weighing Scale</b>			
				MINIMUM Specifications:			
				Weighing range: Up to 2.5 Kg			
				With Power Switch			
				With Zero Set Provision for the weight of the bag or bag system: Automatic on initialization/ manual			
				With LCD display and LED indicators			
				Keyboard Selection: with Weight to Volume conversion and vice-versa; Component selection; Zero set; Balancing of bags.			
				Designed to meet international safety requirements of EN 61010-1; with CE mark			
				Power supply: 230 +/- 10%; VAC, 50- 60Hz			
				Brand New			
				With at least 500VA AVR with 3-prong male socket for the plug			
				With calibration certificate and Test Report of the equipment from the manufacturer			
				With 1 year warranty on parts and services			

				With free semi-annual preventive maintenance and calibration service for at least two (2) years			
				With certified trained machine technicians or engineers			
				With operator's and or service manual; one (1) original hard copy in English language.			
1	unit	62,000.00		<b>Laboratory Digital Dry Bath Incubator</b>			
				MINIMUM Specifications:			
				With at least 15 °C to 100 °C Temperature setting range			
				With +/- 0.5 °C at 20°C to 40 °C Temperature accuracy and uniformity			
				With at least 5.5 °C/min Heating speed			
				With LCD display			
				With up to at least 60 hours- time setting range			
				With available interchangeable sample heat blocks with lid or cover			
				With inbuilt temperature calibration function			
				With at least one (1) sample heat block provided for at least 8 slots of 5 ml round bottom test tubes.			
				Power supply: 220V, 50- 60Hz			
				Brand New			
				With at least 500VA AVR with 3-prong male socket for the plug			
				With calibration certificate and/or Test Report of the equipment from the manufacturer			
				With one (1) year warranty on parts and services			
				With free semi-annual preventive maintenance and annual calibration service for at least one (1) year.			
				With certified trained machine technicians or engineers			
				With operator's and or service manual ; one (1) original hard copy			
				<b>*See attached TOR for Details*</b>			
				<b>**Nothing Follows**</b>			
				<b>**note kindly submit all documentary requirements incicated in the TOR, Failure to comply will forfeit bid**</b>			
						Total Amount in Figures	
						Total Amount in Words	
		Total:	127,000.00				

RFQ served by:

**CYRON D. RAMOS**  
Canvasser

Printed Name/Signature of Bidder

MMH-04-08-01





**TERMS OF REFERENCE**

<b>Name of Project</b>
<p>Supply, Delivery, Testing and Commissioning of Brand New  <b>DIGITAL BLOOD BAG WEIGHING SCALE</b>          (Small Value)</p>
<b>Technical Specification</b>
<p>Minimum Specifications:</p> <ol style="list-style-type: none"> <li>1. Weighing range: Up to 2.5 Kg</li> <li>2. With power switch</li> <li>3. With Zero Set Provision for the weight of the bag or bag system: Automatic on initialization/ manual</li> <li>4. With LCD display and LED indicators</li> <li>5. Keyboard Selection: with Weight to Volume conversion and vice-versa; Component selection; Zero set; Balancing of bags.</li> <li>6. Designed to meet international safety requirements of EN 61010-1; with CE mark</li> <li>7. Power supply: 230 +/- 10%; VAC, 60Hz</li> <li>8. With 500VA AVR <i>with 3-prong male socket</i></li> <li>9. Brand new</li> </ol>

<b>Requirements if Awarded the Contract</b>
<ol style="list-style-type: none"> <li>1. Product brochure or technical data sheet(s) of the equipment showing the technical specification in English language.</li> <li>2. Notarized Certificate from the supplier:             <ol style="list-style-type: none"> <li>a) That the equipment and its accessories are brand new, unused, not discontinued models and were not subjected to any product recall.</li> </ol> </li> <li>3. Certificate of training of machine technicians and engineers in handling the equipment issued by the manufacturer or authorized distributor.</li> <li>4. Calibration Certificate and Test Report of the equipment from the manufacturer.</li> </ol>



**VISION**

Mariveles Mental Wellness and General Hospital is a center for specialized psychiatric care with holistic health services to the people of Central Luzon by 2023.

**MISSION**

We provide and advocate for quality mental and medical health care through promotive, preventive, curative and rehabilitative services with training and research.

**QUALITY POLICY**

The Mariveles Mental Wellness and General Hospital is committed to provide affordable and quality mental and medical health care with Integrity, Innovation, Inclusivity, Compassion, Excellence and Responsiveness.  
 We shall ensure compliance with statutory and regulatory requirements.  
 We pledge to continually improve our Quality Management System to exceed our clients' satisfaction.



5. Completion period: The delivery, testing and commissioning of the equipment and its accessories, including the training of end-user and maintenance staff must be completed within 15 calendar days upon receipt of the Purchase Order.
6. Testing: Prior to acceptance, the end user shall conduct a physical inspection and functionality test. The equipment must be functioning and must have no physical damage and defect.
7. Training: The supplier shall provide a training on proper use and maintenance of the equipment to the end-users and to the hospital maintenance staff.
8. Warranty: Warranty certificate for at least one (1) year on parts and on services. The supplier shall either repair or replace any item or part in the equipment that is found to be defective in material or in workmanship under normal use. The warranty period shall commence from the date of acceptance by the end-user after testing and commissioning.
9. Notarized undertaking that the supplier shall conduct the necessary corrective maintenance within five (5) calendar days upon notification of equipment breakdown from the end-user. The undertaking shall include a statement that the number of days where the equipment is unusable due to defective material or workmanship, shall be added to warranty period.
10. Notarized undertaking that the supplier shall provide free semi-annual preventive maintenance and calibration service of the equipment for at least two (2) years.
11. Manuals: The supplier shall provide the end-user one (1) original hard copy of Service manual in English language and/or Operations manual in English language.

Prepared by:

**SGD.**

**RACHELLE R. RODRIGUEZ, RMT**  
Chief Medical Technologist

Approved by:

**SGD.**

**ZORAIDA F. AFABLE, MD**  
Head, Medical Service  
BAC Chairperson

Attestation:

No item in the technical specifications and other requirements are referenced to a specific brand of the equipment.

**SGD.**

**MEYNARD ANTHONY V. BANZON, ECE**  
TWG- Healthcare Technology Management Section



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**TERMS OF REFERENCE**

<p><b>Name of Project</b></p> <p style="text-align: center;">Supply, Delivery, Testing and Commissioning of Brand New  <b>Laboratory Digital Dry Bath Incubator</b>          (Small Value)</p>
<p><b>Technical Specification</b></p> <p>Minimum Specifications:</p> <ol style="list-style-type: none"> <li>1. With at least 15 °C to 100 °C Temperature setting range</li> <li>2. With +/- 0.5 °C at 20°C to 40 °C Temperature accuracy and uniformity</li> <li>3. With at least 5.5 °C/min Heating speed</li> <li>4. With LCD display</li> <li>5. With up to at least 60 hours- time setting range</li> <li>6. With available interchangeable sample heat blocks with lid or cover</li> <li>7. With inbuilt temperature calibration function</li> <li>8. With at least 1 sample heat block provided for at least 8 slots of 5 ml round bottom test tubes.</li> <li>9. Power supply: 220V, 50- 60Hz</li> <li>10. Brand New</li> <li>11. With 500VAVR <i>3-prong male socket</i></li> </ol>

<p><b>Requirements if Awarded the Contract</b></p> <ol style="list-style-type: none"> <li>1. Product brochure or technical data sheet(s) of the equipment showing the technical specification in English language.</li> <li>2. Notarized Certificate from the supplier:             <ol style="list-style-type: none"> <li>a) That the equipment and its accessories are brand new, unused, not discontinued models and were not subjected to any product recall.</li> </ol> </li> <li>3. Certificate of training of machine technicians and engineers in handling the equipment issued by the manufacturer or authorized distributor.</li> <li>4. Calibration Certificate and/or Test Report of the equipment from the manufacturer.</li> </ol>
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7. Training: The supplier shall provide a training on proper use and maintenance of the equipment to the end-users and to the hospital maintenance staff.
8. Warranty: Warranty certificate for at least one (1) year on parts and on services. The supplier shall either repair or replace any item or part in the equipment that is found to be defective in material or in workmanship under normal use. The warranty period shall commence from the date of acceptance by the end-user after testing and commissioning.
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CYRON D. RAMOS 9/15

## PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITALFund Cluster: 01 SAA 2022-02-0475

Office/Section :		PR No.: <u>2023-09-0620</u>			Date: 14 Sep 2023			
LABORATORY		Responsibility Center Code : MED-LAB						
Stock/ Property No.	Unit	Item Description			Quantity	Unit Cost	Total Cost	
	Unit	LAB-178	<b>Digital Blood Bag Weighing Scale</b>			1	65,000.00	65,000.00
			<b>MINIMUM Specifications:</b>					
			Weighing range: Up to 2.5 Kg					
			With Power Switch					
			With Zero Set Provision for the weight of the bag or bag system: Automatic on initialization/ manual					
			With LCD display and LED indicators					
			Keyboard Selection: with Weight to Volume conversion and vice-versa; Component selection; Zero set; Balancing of bags.					
			Designed to meet international safety requirements of EN 61010-1; with CE mark					
			Power supply: 230 +/- 10%; VAC, 50- 60Hz					
			Brand New					
			With <del>500V AVR</del> <u>500 VA AVR w/ 3-prong mnl's cabinet</u>					
			With calibration certificate and Test Report of the equipment from the manufacturer					
			With 1 year warranty on parts and services					
			With free semi-annual preventive maintenance and calibration service for at least two (2) years					
			With certified trained machine technicians or engineers					
			With operator's and or service manual; one (1) original hard copy in English language.					
	Unit	LAB-179	<b>Laboratory Digital Dry Bath Incubator</b>			1	62,000.00	62,000.00
			<b>MINIMUM Specifications:</b>					
			With at least 15 °C to 100 °C Temperature setting range					
			With +/- 0.5 °C at 20°C to 40 °C Temperature accuracy and uniformity					
			With at least 5.5 °C/min Heating speed					
			With LCD display					
			With up to at least 60 hours- time setting range					
			With available interchangeable sample heat blocks with lid or cover					
			With inbuilt temperature calibration function					
			With at least one (1) sample heat block provided for at least 8 slots of 5 ml round bottom test tubes.					

