

PURCHASE REQUEST

SGD.

K. AVILA

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

Office/Section : HIMU		PR No.: <u>2023-10-0647</u> Responsibility Center Code : <u>med-him</u>			Date: 26 September 2023
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	TN-2380 Toners (HIM-076)	6	2,352.00	14,112.00
		Inclusion of Printer (Brother DCP L2540dw)			
		Free use of Service laser Jet Printer-copier unit			
		Free lifetime printer maintenance-labor			
		parts, free delivery and installation			
		Access to Customer Assistance Hotline			
		2 yeas warranty on toner (guaranteed			
		replacement if found defective)			
		No rental fee-no monthly quota on toner			
		purchases			
	pack	Folder with tab A4 (HIM-077)	56	500.00	28,000.00
	pack	Folder with tab Long (HIM-078)	80	600.00	48,000.00
		<i>Nothing follows</i>			
Total					90,112.00

Purpose: Supplemental no. 7 for the 2nd semester of 2023, to be used by the unit for the production of different forms needed in the patient's health records. Folder with tab A4 and long will be used in the creation of new patient's health records both in Psychiatry and General Medical Services.

Requested by:
Signature : **SGD.**
Printed Name : JENNIFER P. BUENAFLOR, RN
Designation : In-Charge, HIMU
26 Sep. 2023

Approved by:
SGD.
MARIA LOURDES L. EVANGELISTA, MD.
FPPA
Medical Center Chief II **SGD.**

FUNDS AVAILABLE
SGD.
LAARNI DE MAGLAQUI, MBA
Fmo II



Department of Health
Central Luzon Center for Health Development MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
P. Monroe Street, Poblacion, Mariveles, Bataan, Philippines, 2105
Contact No: 09688545320 **Email:** procurement@mmwgh.gov.ph; procurement.mmwgh@gmail.com; **Website:** mmwgh.gov.ph



Date: October 06, 2023
 PR No.: 2023-10-0647 (HIMU)

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
- Income/ Business Tax Return
- Sample Invoice/ O.R./ C.R.
- Omnibus Sworn Statement (for ABCs above 50K; for winning bidder only)

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 October 12, 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	6	Unit	14,112.00	TN-2380 Toners Inclusion: Printer (Brother DCP L2540dw) Free Use of Service Laser Jet Printer-Copier Unit Free Lifetime Printer Maintenance-Labor, Parts, Free Delivery and Installation Access to Customer Assistance Hotline 2 years Warranty on Toner (guaranteed Replacement if found defective) No rental fee No monthly Quota on Toner Purchases			
2	56	Pack	28,000.00	Folder with tab A4 x 100's			
3	80	Pack	48,000.00	Folder with tab Long x 100's			
				Nothing Follows			
				Nothing Follows			
					Total Amount in Figures		
					Total Amount in Words		
		Total:	90,112.00				

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