



**REQUEST FOR QUOTATION**

Date: October 16, 2023  
 PR No.: 2023-10-0674 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 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 20-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
				<b>Buffet Set-up</b>			
	650	pax	292,500.00	Full Course Meal			
				to be served at 11:00AM			
				-steamed rice			
				-chicken			
				-vegetables			
				-pork			
				-beef			
				-greek/ caesar salad			
				-dessert			
				-fruits in season			
				-pineapple juice			
				<b>Snack</b>			
				to be served at 02:00 PM			
	500	pax	62,500.00	-Baked Mac			
	150	pax	18,750.00	-Pansuit Guisado (halal)			
				-Bottled Water			
				Inclusion of Banquet Style set up.			
				<b>**nothing follows**</b>			
						<b>Total Amount in Figures</b>	
						<b>Total Amount in Words</b>	
		<b>TOTAL:</b>	292,500.00				

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

RFQ served by:

\_\_\_\_\_  
**CYRON D. RAMOS**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature of Bidder

MMH-04-08-01

Tentative Date  
of Year-end  
PIR is on  
December 14, 2023

SGD.  
CYRIL D. RAMOS 10/13

Appendix 60

**PURCHASE REQUEST**

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : <b>HRMU</b>	PR No.: <u>2023-10-0674</u> Responsibility Center Code : <u>HOPSS-HRMU 674</u>	Date: 13 October 2023
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Buffet Set-up			
	pax	Full Course Meal (PMT-005) & (HRM-002) to be served at 11:00AM	650	450.00	292,500.00
		- steamed rice			
		- chicken			
		- vegetables			
		- pork			
		- beef			
		- greek/ ceasar salad			
		- dessert			
		- fruits in season			
		- pineapple juice			
	pax	Snack (HRM-002) @2:00PM to be served at 02:00PM			
		- Baked Mac	500	125.00	62,500.00
		- Pansit Guisado (Halal)	150	125.00	18,750.00
		- Bottled Water			
		<b>Inclusion of Banquet Style set up.</b>			
<b>FUNDS AVAILABLE</b>					
<b>SGD.</b>					
L AARNI DC MAGLAQUI, MBA					
Fmo II					
On OIL - 10/13/2023					
Already coordinated w/ Fmo					
- Arvey					
<b>TOTAL</b>					<b>373,750.00</b>

**Purpose:**  
Meals of the Hospital Personnel during the conduct of Year-End Performance Implementation Review (PIR)  
on \_\_\_\_\_.

Requested By:	Approved By:
Signature : <u>SGD.</u>	Signature : <u>SGD.</u>
Printed Nname : <u>LEA-JEAN M. PAYONG</u>	Printed Nname : <u>VINCENT A. ISIP, MPA</u>
Designation : <u>Supervising Administrative Officer</u>	Designation : <u>Chief Administrative Officer</u>
	Printed Nname : <u>MARIA LOURDES L. EVANGELISTA, MD, FPPA</u>
	Designation : <u>Medical Center Chief II</u>