



REQUEST FOR QUOTATION

Date: November 8, 2023
 PR No.: 2023-11-0704 (DRRMH)

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 November 14, 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	16	pax	70,400.00	Provision of Hotel Accommodation for the Participants of DRRM-H Performance Implementation Review 2023 (December 4-5, 2023)			
				<i>Hotel Accommodation (2days/1night)</i>			
				Twin Sharing			
				Triple Sharing			
				Quadruple Sharing			
				<i>Meals</i>			
				Day 1 - AM Snacks, Lunch, PM Snacks, Dinner			
				Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks			
				<i>Other Inclusions</i>			
				Use of Function Hall (for 8 to 10 hours per day)			
				Complete Banquet Equipment			
				Use of Sounds System with Microphones			
				Nothing Follows			
							Total Amount in Figures
							Total Amount in Words
			Total: 70,400.00				

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

Sgd

RANDOPH B. ABUYO
 Canvasser

Printed Name/Signature of Bidder

PURCHASE REQUEST

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

Office/Section : OMCC-DRR		PR No.: <u>2023-11-0704</u> Responsibility Center Code OMCC-DRR		Date: 06-Nov-23	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	December 4-5,2023 (WFP DRR-004)	16	4,400.00	70,400.00
		<i>HOTEL ACCOMODATION (2 DAYS/ 1 NIGHT)</i>			-
		Twin Sharing			-
		Triple Sharing			
		Quadruple Sharing			
		Meals:			
		Day 1 - AM Snacks, Lunch, PM Snacks, Dinner			
		Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks			
		Other Inclusion			
		Use of Function Hall (for 8 to 10 hours per day)			
		Complete Banquet Equipment			
		Use of Sounds System with Microphones			
		<i>~nothing follows~</i>			
FUNDS AVAILABLE:					
Sgd					
LAARNI D. MAGLAQUI, MBA Financial Management Officer					
				Total	70,400.00

Purpose:
Provision of Hotel Accommodation for the Participants of DRRM-H Performance Implementation Review.

Requested by: Sgd
Signature : _____
Printed Name : **RUBY LYNDA T. REYES, MD, MHM, MBA**
Designation : **DRRM-H Manager**

Approved by: Sgd
Signature : _____
Printed Name : **MARIA LOURDES L. EVANGELISTA, MD, FPPA**
Designation : **Medical Center Chief II**

NOV 07 2023