

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : OMCC		PR No.: <u>2024-01-0045</u>	Date: 12-Jan-24		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Customized round wooden keychain , with sublimation print: logo in front, contact number and email address at the back (WFP: VHC-003) <i>Purpose: to be used in celebration of Liver Cancer and Viral Hepatitis Awareness and Prevention Month on January 26, 2024</i>	100	100.00	10,000.00
	piece	2-folds umbrella , royal blue, 55 cm long, with customized sublimation print of VHC logo (WFP: VHC-006) <i>Purpose:</i> - To be used as a giveaway for participants in the first quarter community engagement event on February 16, 2024 (10 pcs umbrella) - To be used as a giveaway for participants in the second quarter community engagement event on May 17, 2024 (10 pcs umbrella)	20	250.00	5,000.00
	piece	Umbrella , plain, 23" long, white, with customized logo (HAC-066) <i>Purpose:</i> - tokens/freebies for participants of HIV/STI Awareness and Screening in the Community on February 16, 2024 (25 pcs umbrella) and May 17, 2024 (25 pcs umbrella)	50	99.00	4,950.00
	piece	Tote bag , katsa, canvass textile, white, 12"x14", with customized sublimation print (HAC-065) <i>Purpose: tokens/freebies for participants of HIV/STI Awareness and Screening in the Community on May 17, 2024</i>	25	99.00	2,475.00
	piece	Golf umbrella , white, with customized logo (PIU-106) <i>Purpose: To be used in health promotion activities and programs</i>	100	121.00	12,100.00
	piece	T-shirt , large, round neck, customized (PHU-111) <i>Purpose: To be used in health promotion activities and programs</i>	10	387.20	3,872.00
	piece	T-shirt , medium, round neck, customized (PHU-112) <i>Purpose: To be used in health promotion activities and programs</i>	10	387.20	3,872.00
	piece	T-shirt , small, round neck, customized (PHU-113) <i>Purpose: To be used in health promotion activities and programs</i>	10	387.20	3,872.00
	piece	Customized foldable round fan (PHU-114) <i>Purpose: To be used in health promotion activities and programs</i>	200	22.00	4,400.00
	piece	Customized wrist lanyard (PHU-115) <i>Purpose: To be used in health promotion activities and programs</i>	400	27.50	11,000.00
	piece	Customized mug 250ml (PHU-116) <i>Purpose: To be used in health promotion activities and programs</i>	50	110.00	5,500.00
				Subtotal	67,041.00

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Office/Section : OMCC		PR No.: <u>2024-01-0045</u> Responsibility Center Code : MCC-MCC	Date: 12-Jan-24		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	PGS Tote Bag with Zipper White (OSM-010) <i>Purpose: Tokens/Collaterals for PGS Awareness Day</i>	150	385.00	57,750.00
	set	Executive Set (Tumbler, Powerbank, Mouse, Pen, Umbrella) with PGS/OSM Engrave (OSM-010) <i>Purpose: Tokens/Collaterals for PGS Awareness Day</i>	150	2,500.00	375,000.00
	piece	Dog leash Give away (WFP Code: IPC-005) <i>Purpose: Celebration of Rabies Awareness Month on March 22, 2024</i>	50	100.00	5,000.00
		~ nothing follows ~			
		FUNDS AVAILABLE:			
		SGD. MARY JOY S. BANIQUEZ Administrative Officer I			
		LAARNI D. MACLAQUIL, MBA FMO II-FINANCE UNIT			
				Subtotal:	437,750.00
				Grand Total	504,791.00

Purpose: As stated in each item.

Requested by:	SGD.	Approved by:	SGD.
Signature :	_____	Signature :	_____
Printed Name :	VINCENT A. ISIP, MPA	Printed Name :	CORAZON I. FLORES, MD, MPH, CESO IV
Designation :	Chief Administrative Officer	Designation :	Director IV



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

REQUEST FOR QUOTATION

Date: February 2, 2024

PR No.: 2024-01-0045 (Various Units)

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
- PCAB License (for Infrastructure)
- Professional License/ Curriculum Vitae (for Consulting Services)
- Sample Invoice/ O.R./ C.R.
- Omnibus Sworn Statement (for ABCs above 50K; must be submitted by the winning bidder within 2 days from notification of Procurement Office)
- 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 **February 8, 2024**, 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 **sixty (60) calendar days** from the deadline of submission. 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 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
- 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 supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation/Proposal and/or Technical Specifications
- 8 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
- 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. The entirety of the items listed in the Purchase Order/ Job Order must be delivered. Incomplete or partial deliveries will not be accepted.
- 10 **Warranty:** To ensure the delivery of the quality goods and ensure that manufacturing defects will be corrected by the supplier, the supplier shall provide a warranty security
 For goods, the supplier shall impose a three (3) month-period in case of Expendable Supplies or a minimum of one (1) year in the case of Non-Expendable Supplies after acceptance of the delivered supplies. Warranty security may be obligated by the supplier through special bank guarantee or retention money in an amount equivalent to 2.5% of the total contract price.
 For infrastructure, contractor shall be required to post a warranty in accordance with the following schedule. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of the said one (1) year period.
 - Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. (Equivalent to 5% of the Total Contract Price)
 - Bank guarantee confirmed by a Universal or Commercial Bank. (Equivalent to 5% of the Total Contract Price)
 - Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. (Equivalent to 30% of the Total Contract Price)

The said amounts shall only be released after the lapse of the given warranty period pursuant to Section 62.1 of the 2016 Revised IRR of RA 9184.

11 **Payment terms:** _____ working days upon completion of delivery

Very Truly Yours

 SGD.
VINCENT A. ISIP, MPA
 Chief Administrative Officer

