



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: March 12, 2024

PR No.: 2024-02-0076 (MMU)

**A. Business Name:**

**Address:**

**Contact No./ Email:**

**TIN:**

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**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 **March 18,2024** at 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



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Central Luzon Center for Health Development  
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### REQUEST FOR QUOTATION

D. Item No.	QTY	Unit	ABC	Technical Specifications/ Description	(to be filled up by the supplier)		
					Brand/ Model	Unit Price	Total Amount
1	19	tube	334.40	Blade, for general purpose cutter/utility knife, L 100mm x W 16mm, 10 pcs/tube!			
2	8	box	1,834.96	Carbon Film, Polyethylene, 216 x 330mm, Legal x 100's			
3	118	piece	4,590.20	Clearbook, 20 transparent pockets, for A4 size			
4	77	piece	3,259.41	Clearbook, 20 transparent pockets, for Legal			
5	127	box	3,776.98	Clip, backfold, 32mm x 12's			
6	106	box	7,033.10	Clip, backfold, 50mm x 12's			
7	40	piece	7,458.80	Computer Mouse, Wireless, USB			
8	50	piece	1,744.50	Cutter/Utility Knife, for general purpose, 40x60mm			
9	353	piece	29,976.76	Data File Box, made of chipboard, with closed ends, 5 x 9 x 15 3/4			
10	22	box	26,099.26	Envelope, documentary for Legal size document, 500's			
11	55	box	83,180.35	Envelope, Expanding, Kraftboard, for legal size doc, 100's			
12	11	box	5,650.26	Envelope, mailing, 500's			
13	13	piece	176.28	Eraser, Felt, for blackboard/whiteboard, L 125mm x W 45mm x T 19mm			
14	67	box	6,974.70	Fastener, metal, non-sharp edges x 50's			
15	245	pack	104,825.70	Folder, with tab, A4, 100's 14 pts			
16	72	jar	5,600.88	Glue, All Purpose, gross weight: 200g minimum			
17	48	cart	12,244.32	Ink Cart, Epson C13T6641 (T6641), Black, 70mL			
18	25	cart	6,660.50	Ink Cart, Epson C13T664200 (T6642), Cyan, 70mL			
19	26	cart	6,926.92	Ink Cart, EpsonC13T664300 (T6643), Magenta, 70mL			
20	27	cart	7,193.34	Ink Cart, Epson C13T664400 (T6644), Yellow, 70mL			
21	32	bottle	1,098.24	Ink for stamp pad, purple or violet, 50ml			
22	49	set	2,298.10	Marker, flourescent, 3 colors/set			
23	402	piece	6,898.32	Marker, permanent, black, bullet type			
24	276	piece	3,157.44	Marker, whiteboard, black			
25	49	piece	560.56	Marker, whiteboard, blue			
26	38	piece	434.72	Marker, whiteboard, red			
27	160	pad	6,955.20	Note Pad, stick on, 50mm x 76mm (2" x 3") min			
28	158	pad	11,025.24	Note Pad, stick on, 76mm x 100mm (3" x 4") min			
29	173	pad	11,478.55	Note Pad, stick on, 76mm x 76mm 3" x 3" min			
30	127	box	1,308.10	Paper Clip, vinyl/plastic, 33 mm, 100's/box or 52g min. net content of box			
31	1287	ream	254,710.17	Paper, Multicopy, A4, 80 gsm, 500 sheets			
32	364	ream	84,531.72	Paper, Multicopy, Legal, 80 gsm, 500 sheets			
33	313	ream	56,217.93	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets			
34	297	ream	60,478.11	Paper, Multi-Purpose, Legal, 70 gsm, 500 sheets			
35	43	box	1,967.68	Pencil, lead, with eraser, 12's			
36	4	piece	1,253.28	Philippine National Flag, 100% polyester, L 6ft, W 3ft			
37	65	piece	10,782.20	Puncher, paper, heavy duty			
38	208	book	16,656.64	Record Book, 300 pages, size: 214mm x 278mm min			
39	261	book	30,155.94	Record Book, 500 PAGES, size: 214mm x 278mm min			
40	90	pair	4,118.40	Scissors, symmetrical, 8 inches pointed value straight stainless steel			
41	328	piece	9,380.80	Sign Pen, extra fine tip, black			
42	34	piece	1,594.60	Stamp Pad, felt, bed dimension: 60mm x 100mm			
43	66	piece	3,472.92	Staple Remover, plier type			
44	29	box	719.49	staple Wire, heavy duty, binder type, 23/13, 1000's/box			
45	226	box	5,907.64	Staple Wire, Standard, No. 35 (26/6) 5000's			
46	12	unit	12,602.28	Stapler, heavy duty, binder type, 23/13			
47	82	piece	13,133.12	Stapler, Standard type with remover, heavy duty, load cap: 200 min staples			
48	58	piece	4,976.40	Tape Dispenser, table top, 24mm width tape			
49	41	roll	877.40	Electrical Tape 3/4", 0.16mm x 19mm x 16m			
50	309	roll	21,033.63	Tape, masking, 24mm x 50m			
51	122	roll	16,260.16	Tape, masking, 48mm x 50m			
52	44	roll	1,459.92	Tape, packaging, 48mm x 50m			



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53	671	roll	8,441.18	Tape, transparent, 24mm x 50m			
54	139	roll	3,657.09	Tape, transparent, 48mm x 50m			
				<b>**Nothing Follows**</b>			
						Total Amount in Figures	
						Total Amount in Words	
		Total	995,144.79				

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

RFQ served by:

**Randolph B. Abuyo**  
 Canvasser

Printed Name/Signature of Bidder

**SGD.**  
PURCHASE REQUEST RANDOLPH B. ABUJO

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

Office/Section :		PR No.:	Date:
MMU/HOPSS		<b>2024-02-0076</b>	<b>February 02, 2024</b>
Stock/Property No.		Responsibility Center Code : HOP-MMU	
Unit	Item Description	Quantity	Total Cost
OF-B04 tube	Blade, for general purpose cutter/utility knife, L 100mm x W 16mm, 10pcs/tube	19	17.60
OF-C01 box	Carbon Film, Polyethylene, 216 x 330mm, Legal x 100's	8	229.37
OF-C18 piece	Clearbook, 20 transparent pockets, for A4 size	118	38.90
OF-C07 piece	Clearbook, 20 transparent pockets, for Legal	77	42.33
OF-C15 box	Clip, backfold, 32mm x 12's	127	29.74
OF-C17 box	Clip, backfold, 50mm x 12's	106	66.35
OS-M08 piece	Computer Mouse, Wireless, USB	40	186.47
OF-K01 piece	Cutter/Utility Knife, for general purpose, 40x60mm	50	34.89
OF-D01 piece	Data File Box, made of chipboard, with closed ends, 5 x 9 x 15 3/4	363	84.92
OF-E15 box	Envelope, documentary, for Legal size document, 500's	22	1,186.33
OF-E02 box	Envelope, Expanding, Kraftboard, for legal size doc, 100's	55	1,512.37
OF-E03 box	Envelope, mailing, 500's	11	513.66
OF-E10 piece	Eraser, Felt, for blackboard/whiteboard, L 125mm x W 45mm x T 19mm	13	13.56
OF-F03 box	Fastener, metal, non-sharp edges x 50's	67	104.10
OF-F06 pack	Folder, with tab, A4, 100's, 14 pls	245	427.86
OF-G05 jar	Glue, All Purpose, gross weight: 200g minimum	72	77.79
OF-I09 cart	Ink Cart, Epson C13T6641 (T6641), Black, 70mL	48	255.09
OF-I10 cart	Ink Cart, Epson C13T664200 (T6642), Cyan, 70mL	25	266.42
OF-I11 cart	Ink Cart, Epson C13T664300 (T6643), Magenta, 70mL	26	266.42
OF-I12 cart	Ink Cart, Epson C13T664400 (T6644), Yellow, 70mL	27	266.42
OF-I61 bottle	Ink for stamp pad, purple or violet, 50ml	32	34.32
OF-M06 set	Marker, fluorescent, 3 colors/ set	49	46.90
OF-M01 piece	Marker, permanent, black, bullet type	402	17.16
OF-M02 piece	Marker, whiteboard, black	276	11.44
OF-M08 piece	Marker, whiteboard, blue	49	11.44
OF-M04 piece	Marker, whiteboard, red	38	11.44
OF-N02 pad	Note Pad, stick on, 50mm x 76mm (2" x 3") min	160	43.47
OF-N03 pad	Note Pad, stick on, 76mm x 100mm (3" x 4") min	158	69.78
OF-N01 pad	Note Pad, stick on, 76mm x 76mm 3" x 3" min	173	66.35
	<b>Page 1 of 2</b>	<b>Total</b>	<b>369,447.99</b>

**Purpose:** For the use of various units/ offices.  
(Supplies not available at Procurement Service with Reference APR No. 24-00341)

Requested by:

Signature : **SGD.**  
Printed Name : **CARMENCITA O. SABELLA, MPA**  
Designation : **Supervising Administrative Officer**

Approved by:

Signature : **SGD.**  
Printed Name : **DENNIS DAYAO L. ORDONANA, MD**  
Designation : **Medical Center Chief II**

**SGD.**

**SGD.**

**SGD.**  
PURCHASE REQUEST  
RANDOLPH B. ABUYO

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

Office/Section :		PR No.:	Date: February 02, 2024		
MMU/HOPSS		Responsibility Center Code : HOP-MMU			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OF-P01	box	Paper Clip, viny/plastic, 33mm, 100's/box of 52g min. net content of box	127	10.30	1,308.10
OF-P05	ream	Paper, Multicopy, A4, 80 gsm, 500 sheets	1287	197.91	254,710.17
OF-P06	ream	Paper, Multicopy, Legal, 80 gsm, 500 sheets	364	232.23	84,531.72
OF-P07	ream	Paper, Multi-Purpose, A4, 70 gsm, 500 sheets	313	179.61	56,217.93
OF-P08	ream	Paper, Multi-Purpose, Legal, 70 gsm, 500 sheets	297	203.63	60,478.11
OF-P28	box	Pencil, lead, with eraser, 12's	43	45.76	1,967.68
OF-F12	piece	Philippine National Flag, 100% polyester, L 6ft, W 3ft	4	313.32	1,253.28
OF-P13	piece	Puncher, paper, heavy duty	65	165.88	10,782.20
OF-R01	book	Record Book, 300 pages, size: 214mm x 278mm min	208	80.08	16,656.64
OF-R02	book	Record Book, 500 PAGES, size: 214mm x 278mm min	261	115.54	30,155.94
OF-S01	pair	Scissors, symmetrical, 8 inches pointed value straight stainless steel	90	45.76	4,118.40
OF-S03	piece	Sign Pen, extra fine tip, black	328	28.60	9,380.80
OF-S04	piece	Stamp Pad, Felt, bed dimension: 60mm x 100mm	34	46.90	1,594.60
OF-S13	piece	Staple Remover, plier type	66	52.62	3,472.92
OF-S08	box	Staple Wire, heavy duty, binder type, 23/13, 1000's/ box	29	24.81	719.49
OF-S06	box	Staple Wire, Standard, No. 35 (25/6), 5000's	226	26.14	5,907.64
OF-S09	Unit	Stapler, heavy duty, binder type, 23/13	12	1,050.19	12,602.28
OF-S07	piece	Stapler, Standard type with remover, heavy duty, load cap: 200 min staples	82	160.16	13,133.12
CM-E10	piece	Tape Dispenser, table top, 24mm width tape	58	85.80	4,976.40
CM-E10	roll	Electrical Tape 3/4", 0.16mm x 19mm x 16m	41	21.40	877.40
OF-T02	roll	Tape, masking, 24mm x 50m	309	66.07	21,033.63
OF-T03	roll	Tape, masking, 48mm x 50m	122	133.28	16,260.16
OF-T13	roll	Tape, packaging, 48mm x 50m	44	33.18	1,459.92
OF-T04	roll	Tape, transparent, 24mm x 50m	671	12.58	8,441.18
OF-T12	roll	Tape, transparent, 48mm x 50m	139	26.31	3,657.09
		<b>***nothing follows***</b>		<b>Sub-Total</b>	<b>625,696.80</b>
		<b>FUNDS AVAILABLE</b>			
		<b>SGD.</b>			
		<b>MARY JOY S. BANIQUED</b>			
		<b>Administrative Officer IV</b>			
		<b>Page 2 of 2</b>		<b>Total</b>	<b>995,144.79</b>

Purpose: For the use of various units/ offices.  
(Supplies not available at Procurement Service with Reference APR No. 24-00341)

Requested by: **SGD.**  
Signature : **CARMENCITA O. SABELLA, MPA**  
Printed Name : **Supervising Administrative Officer**  
Designation

Approved by: **SGD.**  
**DENNIS DAYAO L. ORDONA, MD**  
Medical Center Chief II

**SGD.**