



MARIVELES MENTAL WELLNES AND GENERAL HOSPITAL

P.Monroe St., Poblacion, Mariveles, Bataan



TERMS AND CONDITIONS

Procurement of Food Stuff for the year of 2024

• Daily Delivery

- All deliveries shall be subjected to inspection for quality and acceptability by the Agency Inspector/s.
- All deliveries shall be noted for its completeness and deficiency.
- Deficiencies are to be recorded and documented by the agency inspector for proper strict measures.
- Any deficiency noted by the Agency Inspector shall be reported in writing to the BAC/ HOPE.
- Must be made in the presence of the inspectors and the dietician/s or authorized NDU staff to acknowledge receipt
- Should be delivered within **7:00 to 8:00** in the morning

• Suppliers

- Must strictly follow standard health protocol for COVID-19 inside and especially outside the Hospital Premises.
- **Must declare honest health status in the Triage Area upon entrance to the hospital when delivering supplies or receiving payment.**
- Although not mandatory, suppliers are encouraged to undergo RT-PCR Test when necessary and/or present vaccination card.
- The winning bidders must designate the same individuals as their supply carrier/distributor and not change to different ones on the course of supplying their terms.

SPECIFICATIONS AND CONDITION OF GOODS

RICE

- a. Free from insects, pest and stone
- b. Well-milled (clean)
- c. No foul odors
- d. Any delivered rice that shall be returned due to pest, rice worm, insects and bad odor must be replaced immediately by the supplier
- e. Should be delivered as prescribed in the PR schedule or when the end-user is in need
- f. Payment Term: After every scheduled delivery

EGGS:

- a. Fresh, size specified by PR
- b. Shell should be porous with uncracks
- c. Shell should be free from germ spot and dirt
- d. Should be delivered daily as indicated
- e. Payment Term: Weekly



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GROCERY ITEMS:

- a. Properly labeled, DTI registered, FDA approved.
- b. Expiration date for the following form of delivery
 - For canned goods like corned beef, tuna, sardines, liver spread etc. should be at least two (2) years from date of delivery.
 - For milk and dairy products should be at least six (6) months from date of delivery.
 - For juice drink powder, the assortment of flavors should be a minimum of 5 flavors or above.
 - For condiments like vinegar, soy sauce, fish sauce should be at least one (1) year from date of delivery.
 - For biscuits, cupcakes and other items with shorter shelf life should be at least five (5) months from date of delivery.
 - For those item/s with shorter expiry date or shelf-life, the winning bidders must submit together with the deliver an assurance letter that it will REPLACE the unconsumed quantity one (1) month prior to expiration date.
- c. Canned goods- free from bulges, no evidence of leak.
- d. No repacked items.
- e. Should follow the size specification of the product.
- f. Payment and Delivery Terms:
 - a. Option 1: Monthly Delivery – Payment upon completion of Purchase Order.
 - b. Option 2: One-Time Delivery (During the period of State of Calamity for a period of six (6) months unless lifted earlier extended "as circumstances may warrant", RA 10121.) - Partial Payment based on actual delivered items will be allowed.

Prepared by:

SGD.

Aileen F/ De Castro
Nutritionist – Dietitian V



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Central Luzon Center for Health Development
MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
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Contact No: 09688545320 Email: procurement@mmwgh.gov.ph; procurement.mmwgh@gmail.com; Website: mmwgh.gov.ph

REQUEST FOR QUOTATION

Date: April 8, 2024

PR No.: 2023-11-0723 (NDU)

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 **April 16, 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)
- 11 **Payment terms:** _____ working days upon completion of delivery

Very Truly Yours

SGD.

VINCENT A. ISIP, MPA

Chief Administrative Officer

