

PURCHASE REQUEST

SGD.
J. Patdu

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 15

Office/Section :		PR No.: <u>2024-03-0154</u>		Date: 03/21/2024	
PHU		Responsibility Center Code: MCC-PHU			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bottle	Ink, Canon GI-71, 135ml, black (PHU-121)	4	484.00	1,936.00
	bottle	Ink, Canon GI-71, 70ml, cyan (PHU-122)	4	484.00	1,936.00
	bottle	Ink, Canon GI-71, 70ml, magenta (PHU-123)	4	484.00	1,936.00
	Unit	<p>LAPTOP (LICENSED OPERATING SYSTEM + LICENSED MICROSOFT OFFICE) LAPTOP TECHNICAL SPECS: - CPU: Intel Core i7 12th Gen or Ryzen 7 7735HS latest generation or higher or equivalent - Memory: 8GB DDR4/DDR5 RAM or higher or equivalent - Storage: 512GB NVME PCIE SSD or higher or equivalent - Graphics: NVIDIA GeForce RTX 4050 Laptop GPU, 6GB GDDR6 or higher - Webcam: HD type (30fps@720p) or better - Keyboard: Backlight Keyboard - Connectivity: 802.11 ax Wi-Fi 6 + Bluetooth v5.2 Gb LAN - Display: 15.6" FHD (1920 x 1080), IPS, 144Hz - OS: Licensed Windows 11 Home or Pro - Inclusion: Laptop Bag / Backpack</p> <p>LICENSED MICROSOFT OFFICE PROFESSIONAL 2021 Minimum Specifications: - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification (PHU-124)</p>	1	85000.00	85,000.00
	piece	Office Chair Highback (High back mesh chair with adjustable headrest, lumbar support, flip-up armrests, 360 swivel gas lift, heavy-duty, black color L60xW52xH101cm) (PHU-125)	1	7320.50	7,320.50

X
Public
Bidding

X Public
Bidding

PURCHASE REQUEST

Entity Name: **MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

Fund Cluster: 05

Office/Section :		PR No.: <u>2024-04-0181</u>	Date: <u>March 26, 2024</u>		
Procurement		Responsibility Center Code : HOP-PRO			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Ballpen, Black (PRO-043)	20	15.00	300.00
	bottle	Ink bottle refill, EPSON 003, black, 65 ml (PRO-044)	20	396.76	7,935.20
	bottle	Ink bottle refill, EPSON 003, cyan, 65 ml (PRO-045)	5	378.30	1,891.50
	bottle	Ink bottle refill, EPSON 003, magenta, 65 ml (PRO-046)	5	378.30	1,891.50
	bottle	Ink bottle refill, EPSON 003, yellow, 65 ml (PRO-047)	5	378.30	1,891.50
	unit	Mesh Chair, swivel, gas lift, heavy duty, with arm rest (PRO-048)	3	4,699.20	14,097.60
	unit	Paper Shredder, , strip cut shredder, shreds up to 8 sheets (70 gsm) per pass, 15 liters (PRO-049)	1	4,400.00	4,400.00
	piece	Highlighter, Yellow, 2-5mm Anti-Dry-Out Technology (PRO-050)	10	165.00	1,650.00
	unit	Ink Refill for stamp pad, 30 ml, red (PRO-051)	2	22.00	44.00
	pack	Sticky Notes "Sign Here" (PRO-052)	10	44.00	440.00
	piece	Whiteboard 4ft x 5ft With Stand & wheel, magnetic (PRO-055)	1	6,600.00	6,600.00
	piece	Projector Screen, motorized (PRO-056) • Ultra bright screen surface • Wrinkle free • Black border • Lightweight • Equipped with powerful low-noise motor FUNDS AVAILABLE <i>franchet</i> MARY JOY S. BANQUED Administrative Officer IV	1	15,400.00	15,400.00
	piece	Microphone, Wired, dynamic (PRO-057)	1	1,100.00	1,100.00
	piece	HDMI Cables, 15 meter (PRO-058)	1	1,430.00	1,430.00
	piece	Micro SD Card, memory card, 64GB (PRO-059)	2	550.00	1,100.00
		Nothing Follows			60,171.30

Purpose: Office supplies and equipment for Procurement use. (Please find the attached justification letter for a detailed explanation of the purpose behind the requested items).

Requested by:

Approved by:

Signature : *Mary Rodeline M. Casuyan*

Vincent A. Isip

Printed Name : MARY RODELINE M. CASUAYAN

VINCENT A. ISIP, MPA

Designation : Supervising Administrative Officer

Chief Administrative Officer



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: May 9, 2024
 PR No.: Various PRs

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 **May 15, 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

