

PURCHASE REQUEST

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

Fund Cluster: 75
Date: 05 APR 2024

Office/Section : Finance / Billing & Claims		PR No.: 2024-04-0220 Responsibility Center Code : FIN-BIL		Fund Cluster: <u>75</u> Date: <u>05 APR 2024</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	jar	Glue, all purpose (200g), BIL-037	6	77.79	466.74
	piece	Ruler, plastic, 450mm, BIL-038	4	22.88	91.52
	box	Clip, backfold, 25mm, BIL-039	6	17.16	102.96
	box	Envelope, expanding, kraft, legal, BIL-040	1	1,512.37	1,512.37
	piece	Stapler, standard type, BIL-041	3	160.16	480.48
<i>Nothing follows</i>					
FUNDS AVAILABLE					
SGD.					
MARY JOY S. BANIQUED Administrative Officer IV					
				TOTAL	2,654.07

Purpose: For the use in Billing and Claims' daily transactions.

Requested by:
Signature : SGD.
Printed Name : JENIFFER D. CARAGDAG
Designation : SAO, Billing & Claims Unit

Approved by:
SGD.
LAARNI D. MAGLAQUI, MBA
Financial and Management Officer II

SGD.
J. Datdu

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 05 (Income)

Office/Section :		PR No.: <u>2024-04-0243</u>			Date: April 4, 2024	
NURSING		Responsibility Center Code : <u>NUR-NUR</u>				
Stock/ Property No	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	unit	NUR-728: CALCULATOR, compact	2	315.74	631.48	
	piece	NUR-754: CLEARBOOK, 20 Transparent pockets, A4	4	38.90	155.60	
	piece	NUR-755: CLEARBOOK, 20 Transparent pockets, Legal	4	42.33	169.32	
	box	NUR-729: CLIP, backfold, 19mm	5	10.30	51.50	
	box	NUR-730: CLIP, backfold, 25mm	5	17.16	85.80	
	box	NUR-731: CLIP, backfold, 32mm	3	29.74	89.22	
	unit	NUR-727: COMPUTER MOUSE, WIRELESS, USB	1	186.47	186.47	
	piece	NUR-733: DATA FILE BOX	2	84.92	169.84	
	piece	NUR-734: DATA FOLDER	10	75.50	755.00	
	box	NUR-735: ENVELOPE, expanding, kraft, legal	2	1,512.37	3,024.74	
	piece	NUR-756: ERASER, plastic/rubber	4	10.30	41.20	
	box	NUR-736: FASTENER, metal, non-sharp edges	2	104.10	208.20	
	pack	NUR-737: FOLDER, with tab, A4	4	427.86	1,711.44	
	pack	NUR-738: FOLDER, with tab, legal	2	470.18	940.36	
	jar	NUR-718: GLUE, all purpose (200g)	5	77.79	388.95	
	bottle	NUR-706: INK, for stamp pad (50ml)	1	34.32	34.32	
	set	NUR-739: MARKER, fluorescent	1	46.90	46.90	
	piece	NUR-740: MARKER, permanent, black, bullet type	12	17.16	205.92	
	piece	NUR-741: MARKER, whiteboard, black	12	11.44	137.28	
	piece	NUR-742: MARKER, whiteboard, blue	4	11.44	45.76	
	piece	NUR-743: MARKER, whiteboard, red	4	11.44	45.76	
	pad	NUR-707: NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	4	43.47	173.88	
	pad	NUR-708: NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	69.78	1,395.60	
	pad	NUR-709: NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	20	66.35	1,327.00	
	box	NUR-744: PAPER CLIP, vinyl/plastic coated, 33mm	1	10.30	10.30	
	box	NUR-745: PAPER CLIP, vinyl/plastic coated, 50mm	1	26.31	26.31	
	reams	NUR-710: PAPER, MULTICOPY, A4, 80 gsm	30	197.91	5,937.30	
	reams	NUR-711: PAPER, MULTICOPY, Legal, 80gsm	5	232.23	1,161.15	
	piece	NUR-746: PENCIL SHARPENER, manual, single cutter head	1	234.52	234.52	
	box	NUR-747: PENCIL, lead, with eraser	1	45.76	45.76	
	piece	NUR-748: PUNCHER, paper, heavy duty	1	165.88	165.88	
	book	NUR-712: RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5	80.08	400.40	
	book	NUR-713: RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5	115.54	577.70	
	piece	NUR-724: RULER, plastic, 450mm	2	22.88	45.76	
	pair	NUR-749: SCISSORS, symmetrical	5	45.76	228.80	
	piece	NUR-750: STAMP PAD, felt	1	46.90	46.90	
	piece	NUR-751: STAPLE REMOVER, plier type	5	52.62	263.10	
	box	NUR-719: STAPLE WIRE, standard	3	26.14	78.42	
	piece	NUR-752: STAPLER, standard type	5	160.16	800.80	
	piece	NUR-753: TAPE DISPENSER, table top	5	85.80	429.00	
	roll	NUR-720: TAPE, masking, 24mm	12	68.07	816.84	
	roll	NUR-721: TAPE, transparent, 24mm	12	12.58	150.96	
	roll	NUR-722: TAPE, transparent, 48mm	10	26.31	263.10	
		Sub-Total			23,704.54	
Purpose: Provision of supplies and materials for operation of Nursing Service. DBM Supplies Supplemental 1						

PURCHASE REQUEST

SGD.
RANDOLPH B. ABUYO

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 05

Office/Section : Occupational Therapy Unit		PR No.: <u>2024-04-0212</u>	Date: <u>April 03, 2024</u>		
		Responsibility Center Code: MED-OTU			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Ream	Paper, all purpose, A4 (210mm x 297mm), 80gsm, 500 sheets per ream OTU-101	10	286.00	2,860.00
		<i>*Nothing follows*</i>			
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					-
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					-
		FUNDS AVAILABLE			
		SGD. MARY JOY S. BANIQUED Administrative Officer IV			
					-
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					-
				<i>Grand total</i>	2,860.00
Purpose: <u>For service-user documentation and other pertinent operations review documentation.</u>					
Requested by: Signature : <u>for SGD.</u> Printed Name : <u>MA. PATRICIA NICOLE R. RORALDO, OTRP, MAOT</u> Designation : <u>Occupational Therapist IV</u>			Approved by: <u>SGD.</u> <u>RUBY LYNDA T. REYES, MD, MHM, MBA</u> <u>OIC - Chief Health Program Officer</u>		

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 05

Office/Section : Procurement		PR No.: <u>2024-04-0180</u> Responsibility Center Code : HOP-PRO		Date: April 2, 2024	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min (PRO-034)	10	43.47	434.70
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min (PRO-035)	10	66.35	663.50
	roll	TAPE, transparent, 24mm (PRO-036)	10	12.58	125.80
	unit	CALCULATOR, compact (PRO-037)	7	315.74	2,210.18
	piece	CUTTER/UTILITY KNIFE, for general purpose (PRO-038)	5	34.89	174.45
	box	ENVELOPE, mailing (PRO-039)	20	513.66	10,273.20
	piece	MARKER, whiteboard, black (PRO-040)	2	11.44	22.88
	piece	MARKER, whiteboard, red (PRO-041)	1	11.44	11.44
	pair	SCISSORS, symmetrical (PRO-042)	10	45.76	457.60
		Nothing Follows			
		FUNDS AVAILABLE			
		SGD.			
		MAY JOY S. BANIQUEZ Administrative Officer IV			
					14,373.75

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: _____ Signature : _____ SGD. Printed Name : <u>MARY RODELINE M. CASUAYAN</u> Designation : <u>Supervising Administrative Officer</u>	Approved by: _____ Signature : _____ SGD. Printed Name : <u>VINCENT A. ISIP, MPA</u> Designation : <u>Chief Administrative Officer</u>
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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 PR

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



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

D. Item No.	QTY	Unit	ABC	Technical Specifications/ Description	(to be filled up by the supplier)		
					Brand/ Model	Unit Price	Total Amount
1	9	unit	2,841.66	CALCULATOR, compact			
2	4	piece	155.60	CLEARBOOK, 20 Transparent pockets, A4			
3	4	piece	169.32	CLEARBOOK, 20 Transparent pockets, Legal			
4	5	box	51.50	CLIP, backfold, 19mm			
5	11	box	188.76	CLIP, backfold, 25mm			
6	3	box	89.22	CLIP, backfold, 32mm			
7	1	unit	186.47	COMPUTER MOUSE, WIRELESS, USB			
8	2	piece	169.84	DATA FILE BOX			
9	10	piece	755.00	DATA FOLDER			
10	20	box	10,273.20	ENVELOPE, mailing			
11	3	box	4,537.11	ENVELOPE, expanding, kraft, legal			
12	4	piece	41.20	ERASER, plastic/rubber			
13	2	box	208.20	FASTENER, metal, non-sharp edges			
14	4	pack	1,711.44	FOLDER, with tab, A4			
15	2	pack	940.36	FOLDER, with tab, legal			
16	11	jar	855.69	GLUE, all purpose (200g)			
17	1	bottle	34.32	INK, for stamp pad (50ml)			
18	1	set	46.90	MARKER, fluorescent			
19	12	piece	205.92	MARKER, permanent, black, bullet type			
20	14	piece	160.16	MARKER, whiteboard, black			
21	4	piece	45.76	MARKER, whiteboard, blue			
22	5	piece	57.20	MARKER, whiteboard, red			
23	14	pad	608.58	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
24	20	pad	1,395.60	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			
25	30	pad	1,990.50	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min			
26	1	box	10.30	PAPER CLIP, vinyl/plastic coated, 33mm			
27	1	box	26.31	PAPER CLIP, vinyl/plastic coated, 50mm			
28	10	Ream	2,860.00	Paper, all purpose, A4 (210mm x 297mm), 80gsm, 500 sheets per ream			
29	80	reams	15,832.80	PAPER, MULTICOPY, A4, 80 gsm			
30	5	reams	1,161.15	PAPER, MULTICOPY, Legal, 80gsm			
31	1	piece	234.52	PENCIL SHARPENER, manual, single cutter head			
32	1	box	45.76	PENCIL, lead, with eraser			
33	1	piece	165.88	PUNCHER, paper, heavy duty			
34	5	book	400.40	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
35	5	book	577.70	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
36	6	piece	137.28	RULER, plastic, 450mm			
37	15	pair	686.40	SCISSORS, symmetrical			
38	1	piece	46.90	STAMP PAD, felt			



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REQUEST FOR QUOTATION

39	5	piece	263.10	STAPLE REMOVER, plier type			
40	3	box	78.42	STAPLE WIRE, standard			
41	8	piece	1,281.28	STAPLER, standard type			
42	5	piece	429.00	TAPE DISPENSER, table top			
43	12	roll	816.84	TAPE, masking, 24mm			
44	22	roll	276.76	TAPE, transparent, 24mm			
45	10	roll	263.10	TAPE, transparent, 48mm			
				nothing follows			
							Total Amount in Figures
							Total Amount in Words
		Total	53,313.41				

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

RFQ served by:

Randolph B. Abuyo
Canvasser

Printed Name/Signature of Bidder