



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: July 05, 2024

PR No.: 2024-03-0152 (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 **July 11, 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





Office/Section : NDU		PR No.: <b>2024-03-0152</b>	Responsibility Center Code : MED - NDU					Date: March 14, 2024				
Stock/Property No.	Unit	Item Description	July	1 week Before August 2024	1 week Before September 2024	1 week Before October 2024	1 week Before November 2024	1 week Before December 2024	Total	Unit Cost	Total Cost	
F-B2	pack	Biscuit, 10pcs/pack, at least 10 variety, - crackers w/ cream filling ( NDU-008)	670	670	670	670	670	670	4020	69.00	277,380.00	
		- energy chocolate cookies, three wacky choco cookies										
		- vanilla cookies, crunchy buttered toast										
		- strawberry flavored shortcakes w/ honey										
		- grape flavored shortcakes w/ honey										
		- mango flavored shortcakes w/ honey										
		- three wacky peanut butter cookie wafer sandwich										
		- double chocolate sandwich cookie										
		- crackers plain 250 gms. 10 single/pack										
		- rich lasting cream crackers 22.6 g single/pack										
		- finger cream sandwich cookies										
		- strawberry flavor,										
F-B4	pack	Broth cubes, natural chicken flavor, 12pcs/pack no preservative added(NDU-010)	60	60	60	60	60	60	360	82.80	29,808.00	
	pack	Broth cubes, natural pork flavor, 12pcs/pack no preservative added( NDU-011)	90	90	90	90	90	90	540	82.80	44,712.00	
F-C1	pack	Candies, 50pcs/packs ( NDU-012)	5	5	5	5	5	5	30	43.70	1,311.00	
		- strawberry flavored gummy candy										
		- eucalyptus menthol candy										
		- honey lemon menthol candy										
		- mint candy										
		- ponkan chewy candy										
		- soft chewy candy ( mango, tamarind, lyches, ponkan )										
		- creamy strawberry flavored smoothies candy										
		- chewy mint candy										
gallon		Catsup, made of banana (NDU-014)	10	10	10	10	10	10	60	264.50	15,870.00	
bottle		Cheese Spread, 480 grams, Pimiento/Cheddar (NDU-015)	3	3	3	3	3	3	18	218.50	3,933.00	
pack		Coconut Milk Powder, 40 grams (NDU-016)	160	160	160	160	160	160	960	34.50	33,120.00	
case		Comed beef, pure beef, 250 grams x 48 cans (NDU-017) <i>easy open</i>	6			2			8	3,162.50	25,300.00	
box		Cornstarch, pure 400 gms ( NDU-018)	5	5	5	5	5	5	30	48.30	1,449.00	
pack		Cup cake assorted flavor x 10 pcs (NDU-019)	30	30	30	30	30	30	180	103.500	18,630.00	
kilogram		Cocoa Powder, 1kg/in tetra pack, 100% alkalkized from premium cocoa powder, ( NDU-020)	12	12	12	12	12	12	72	517.500	37,260.00	
pack		Cheese, cheddar 440 grams (NDU-021)	5	5	5	5	5	5	30	155.25	4,657.50	
bol.		Fish Sauce, iodine fortified, 1L (NDU-023)	60	60	60	60	60	60	360	71.30	25,668.00	
pack		Flour 1kg/packed in tetra and well sealed, all purpose ( NDU-024)		10		10		10	30	86.25	2,587.50	
pack		Juice drinks, powdered, at least 5 flavors, melon, strawberry, apple, catamans, Aseasons, grapes, orange, pineapple, minimum of 250 grams (NDU-025)	30	30	30	30	30	30	180	230.00	41,400.00	
bottle		Liquid seasoning, 1 lit. original Halal, all in one seasoning ( NDU - 027)	6	6	6	6	6	6	36	419.75	15,111.00	
tub		Margarine, 2kg, cholesterol free (NDU-029)	4	4	4	4	4	4	24	540.50	12,972.00	
bottle		Marinade Barbeque, minimum of 680ml with meat tenderizer (NDU-030)	6	6	6	6	6	6	36	161.00	5,796.00	
tub		Mayonnaise, real mayonnaise made with real egg 3.5 L. (NDU-031)	5	5	5	5	5	5	30	1,276.50	38,295.00	
pack		Milk Powder with iron, zinc, vit c, minimum of 840 grams (NDU-035)	70	70	70	70	70	70	420	368.000	154,560.00	
can		Milk, Classic, original evaporated filled milk, 370 ml (NDU-036)	200	200	200	200	200	200	1200	69.00	82,800.00	
gallon		Oil, for cooking, coconut oil/vegetable oil (NDU-037)	60	60	60	60	60	60	360	573.95	206,586.00	
bottle		Oyster Sauce, minimum of 755 grams (NDU-038)	15	15	15	15	15	15	90	201.25	18,112.50	
gallon		Pickle whole, 1 gal (NDU-041)	3	3	3	3	3	3	18	943.00	16,974.00	
can		Pineapple Chunks, 822gms (NDU-042)	15	15	15	15	15	15	90	120.75	10,867.50	
can		Pineapple Juice, 2.90 liter can (NDU-043)	30	30	30	30	30	30	180	218.50	39,330.00	
case		Sardines, 425grams, 48 cans/case easy to open (NDU-049)		6			6		12	3,105.00	37,260.00	
pack		Sotanghon 1000 grams (NDU-050)	16	16	16	16	16	16	96	310.50	29,808.00	
case		Spread, liver, 85 grams x 48 cans (NDU-051)	4	4	4	4	4	4	24	2,300.00	55,200.00	
bottle		Spread, sandwich, 470 ml (NDU-052)	2	2	2	2	2	2	12	218.50	2,622.00	
kilogram		Sugar washed, real cane, 1kg (NDU-053)	220	220	220	220	220	220	1320	103.50	136,620.00	
gallon		Soy Sauce, good quality ( NDU-054)	26	26	26	26	26	26	156	207.00	32,292.00	
pack		Tamarind Soup base, 44 gms ( NDU-055)	250	250	250	250	250	250	1500	28.75	43,125.00	
pack		Tomato Sauce, original style 900 grams (NDU-056)	40	40	40	40	40	40	240	109.25	26,220.00	
case		Tuna flakes in Oil 420grams x 24 cans (NDU-065) <i>52</i>				3			6	3,047.50	18,285.00	
gallon		Vinegar, good quality (NDU-058) <i>made of sugar cane</i>	15	15	15	15	15	15	90	196.65	17,698.50	
case		Water, Mineral 350ml x 35 bottles (NDU-059) <i>31</i>	5	5	5	5	5	5	30	356.50	10,695.00	
										1,574,315.50		

Purpose: 184 - day food supplies for patients' meals for the period of July to December 2024

Requested by:  
Signature: *Aileen V. De Castro*  
Printed Name: **Aileen V. De Castro**  
Designation: **Nutritionist - Dietitian V**

**FUNDS AVAILABLE** Approved by:  
*Mary Joy S. Daniques*  
**MARY JOY S. DANIGUES**  
Administrative Officer IV  
*Dennis Dayao L. Ordoña*  
**DENNIS DAYAO L. ORDOÑA**  
Medical Center Chief II





# MARIVELES MENTAL WELLNES AND GENERAL HOSPITAL

P.Monroe St., Poblacion, Mariveles, Bataan



## TERMS AND CONDITIONS

Procurement of Food Stuff for the 2nd Semester of the year 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 their 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
- Depends on the needs/as per request of NDU
- Should be delivered between **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 an RT-PCR Test when necessary and/or present a 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.

### GROCERY ITEMS:

- Properly labeled, DTI registered, FDA approved.
- 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 the date of delivery.
  - For milk and dairy products should be at least six (6) months from the 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, and fish sauce should be at least one (1) year from the date of delivery.
  - For biscuits, cupcakes and other items with shorter shelf life should be at least five (5) months from the date of delivery.
  - For those item/s with a 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 the expiration date.
- Canned goods- free from bulges, no evidence of leak.
- No repacked items.
- Should follow the size specification of the product.
- Payment and Delivery Terms:
  - Option 1: Monthly Delivery – Payment upon completion of Purchase Order.
  - 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 the delivered items will be allowed.

Prepared by:  
SGD.

Aileen F. De Castro  
Nutritionist – Dietitian V