



Department of Health  
 Central Luzon Center for Health Development  
**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
 P. Monroe Street, Poblacion, Mariveles, Bataan, Philippines, 2105  
 Mobile: 0968-854-5320  
 procurement@mmh.gov.ph/ procurement.mmwgh@gmail.com / mmwgh.gov.ph

## REQUEST FOR QUOTATION (RFQ)

Date: 19-Feb-2025  
 RFQ No.: 007-2025  
 PR No.: Various PR

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Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No./ Email: \_\_\_\_\_  
 Tax Identification No: \_\_\_\_\_

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
- Updated Tax Clearance
- Mayor's/ Business Permit
- Sample Invoice/ O.R./ C.R.
- DTI/ SEC Certificate
- Omnibus Sworn Statement (for ABCs above 50K; must be submitted by the winning bidder within two (2) days from notification of Procurement Office)
- BIR Form 2303
- Income/ Business tax Return (for ABCs above 500K)
- PCAB License (for Infrastructure)
- Professional License/ Curriculum Vitae (for Consulting Services)

C. This pro-forma quotation maybe submitted either in a sealed envelope to the BAC Office at the address provided, or electronically via email to bidsandawardscommittee.mmwgh@gmail.com

adhering to the following conditions on or before: **27-Feb-25 (2:00pm)**

### Terms and Conditions:

- 1 **The BAC will only accept sealed bids or quotations, or bids received via the specified email address mentioned above.**
- 2 All entries shall be typed or written in a clear legible manner
- 3 All prices offered herein are valid, binding and effective for sixty (60) calendar days from the deadline of submission. Alternative bids shall be rejected.
- 4 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
- 5 MMWGH may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract
- 6 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
- 7 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
- 8 The supplier is permitted to use their pro-forma quotation bearing either the company's or supplier's letterhead. And 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
- 9 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
- 10 **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.
- 11 **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.
- 12 **Payment terms: Fifteen (15) working days upon completion of delivery**

Very Truly Yours  
  
 \_\_\_\_\_  
**VINCENT A. ISIP, MPA**  
 Chief Administrative Officer



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To be filled by Procurement Unit						To be filled by bidder		
ITEM NO.	QTY	UNIT	UNIT COST	ABC	TECHNICAL SPECIFICATIONS AND DESCRIPTION	BRAND/MODEL	UNIT COST	TOTAL AMOUNT
1	2	piece	193.00	386.00	Arch file, 2" #555 Black, Legal			
2	2	piece	193.00	386.00	Arch file, 2" #555 Blue, Legal			
3	40	piece	15.00	600.00	Ballpen, black (Ballpen, black, ballpoint, 1mm ball)			
4	2	Pack	440.00	880.00	Binding Cover, PP Frosted Matte - A4 210mm x 297mm - 250 microns - 50 sheets per pack - Frosted Matte Transparent - Quality Rigid Film - For use with all comb and wire binding systems			
5	1	Pack	660.00	660.00	Binding Cover, PVC - A4 210mm x 297mm - 250 microns - 100 sheets per pack - High gloss - Transparent - Quality Rigid Film - For use with all comb and wire binding systems			
6	15	piece	478.00	7,170.00	Chair, Plastic, Nordic Plastic Chair 39*45*74CM			
7	9	pack	73.21	658.89	Clear Sheet, Protector, A4 x 10's			
8	9	pack	82.28	740.52	Clear Sheet, Protector, Legal x 10's			
9	9	pack	34.61	311.49	Clearbook, Refill, A4 x10's			
10	5	pack	41.26	206.30	Clearbook, Refill, Legal x10's			
11	2	piece	73.21	146.42	Clip Board, A4 size, plastic (Portrait clip)			
12	3	piece	73.21	219.63	Clip Board, Legal size, Plastic (Portrait clip)			
13	1	Unit	4,400.00	4,400.00	Comb binding machine, plastic Specifications: - Document formats: A5 or A4; Max length of 297mm - Punch Capacity: 12 sheets (80gsm Woodfree) - Bind Capacity: 200 sheets (80gsm Woodfree) - Number of Punch Holes: 21 - Comb storage: No - Dimensions: L 380 x W 120 x H 220mm - Weight: 5 kg			
14	3	piece	1,815.00	5,445.00	Cork board 2'x3' wall type with aluminum frame			
15	1	piece	1,925.00	1,925.00	Cork board 3'x4' wall type with aluminum frame			
16	1	bottle	199.65	199.65	Ink, marking, permanent, refill, black, 10ml			
17	1	Unit	2,721.40	2,721.40	Laptop Charger only Technical Specifications: - Compatible with ASUS TUF Gaming A15 - Model: ADP-150CH B - Input: 100-240V~50-60 Hz 2.5 A - Output: 20.0V 7.5A 150W - Pin size: 6.0mm x 3.7mm - Inclusion: Warranty Certification			
18	1	Box	550.00	550.00	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 10mm - Sheet Capacity: 80 pages - Color: Black - Pieces: 20 per box			



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19	1	Box	605.00	605.00	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 12mm - Sheet Capacity: 110 pages - Color: Black - Pieces: 20 per box			
20	1	Box	660.00	660.00	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 14mm - Sheet Capacity: 130 pages - Color: Black - Pieces: 20 per box			
21	1	Box	495.00	495.00	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 8mm - Sheet Capacity: 50 pages - Color: Black - Pieces: 20 per box			
22	5	yard	83.85	419.25	Plastic Cover, thickness: 1.5mm			
23	2	box	39.93	79.86	Push Pin x 100's			
24	1	piece	423.50	423.50	Sharpener, Pencil, Manual			
25	100	piece	150.00	15,000.00	Sharps Disposal box, cardboard-based, capacity: 5L			
26	1	unit	7,150.00	7,150.00	SOUNDBAR, BLUETOOTH, WITH AUX CORD TECHNICAL SPECS: - 2.0 Channel - 120W Single Soundbar with Bluetooth - Compact Space-saving Design - Easy TV Set up with HDMI ARC - Amplifier Type: S-Master - Optical-Audio Input - Bluetooth: Yes - Sound Mode: Auto Sound, Theater, Music, Standard - Sound Effect: Night Mode, Voice Mode - Virtual Surround Technology - Wall-Mountable: Yes - Inclusion: Warranty Certification			
27	1	piece	1,331.00	1,331.00	SPEAKER, BLUETOOTH TECHNICAL SPECS: - Connectivity Technology: Bluetooth - Features: Wireless, Bluetooth docking - Rated power: 3w - Charging Port: Micro-USB - Water Resistance: IP54 - Subwoofer diameter: 1cm - Mounting Type: Tabletop - Battery Life: Up to 3 hours, 660mAh - Inclusion: Warranty Certification			
28	4	piece	1,213.88	4,855.52	Speaker, Desktop, Stereo Bluetooth 2.1 Speaker System, 7 color lighting FX, 24W RMS total system power, FM radio, TF card, USB input, AUX IN, True Stereo			
29	10	Piece	495.00	4,950.00	Storage box, multifunctional, with wheels Specifications: - Size: 47 x 29.5 x 18.5 cm (Large capacity) - Color: White - Anti-skid wheels that can rotate 360 degree roller design (removable), easy to move - Wheels can be locked - rounded corners, - Material: hard plastic (heavy duty)			
30	10	roll	139.27	1,392.70	Tape, Double Sided with Foam, 1"			
31	10	roll	57.42	574.20	Tape, Double-sided, 1"			



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32	15	roll	12.58	188.70	Tape, Transparent, 24mm x 50 yards			
33	2	unit	1,100.00	2,200.00	Telephone Specification Power Consumption: 70mA per station Type of communication: Handset (full-duplex) Door Release Contact: N/O dry contact, 30V AC/DC, 1A (at DE-UR) Mounting: Desk mount or surface mount directly to the wall or 1-gang box Wire Type: 16-cond., overall shield – use Aiphone #812216 (two runs of 812216 are required for full functionality of the TD-24H/B) Wire Distance: Between TD Master Stations: 2,200'(22AWG) 4,800'(18AWG) (NTC APPROVED)			
					***Nothing Follows***			
<b>TOTAL</b>								

**67,931.03**

\*\*\*Suppliers shall include the Brand and Model

**Will not participate due to:**

- Budget is too low.
- Requested item not available
- Venue is fully booked
- Does not have eligibility documents
- Non-conformity with government payments
- Others, please specify \_\_\_\_\_

After having carefully read and accepted the General Terms and Conditions, I/We quote you on the item at prices noted above.

RFQ served by:

**Jumel S. Patdu**

Name of Canvasser  
 Canvasser

Printed Name and Signature of Bidder