



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: 04-Mar-2025
 RFQ No.: 031-2025
 PR No. 2025 - Various IT & Office Supplies

A

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

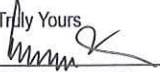
adhering to the following conditions on or before:

11-Mar-2025, 2:00 PM

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 "loss 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



Department of Health
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D

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	26	bottle	577.50	15,015.00	Ink, Canon GI-71, 135ml, Black			
2	21	bottle	544.50	11,434.50	Ink, Canon GI-71, 70ml, Cyan			
3	93	piece	93.50	8,695.50	Clip Board, size: Legal, Material: plastic with metal clip on top			
4	5	piece	22.00	110.00	Card case material: made of transparent plastic, typically PVC or polypropylene size: A5 (210 mm x 148mm)			
5	22	piece	16.50	363.00	Cartolina color: blue size: 22 x 28 inches			
6	10	piece	35.20	352.00	Cartolina color: green size: 22 x 28 inches			
7	10	piece	16.50	165.00	Cartolina color: pink size: 22 x 28 inches			
8	17	piece	16.50	280.50	Cartolina color: Red size: 22 x 28 inches			
9	22	piece	16.50	363.00	Cartolina color: white size: 22 x 28 inches			
10	12	piece	16.50	198.00	Cartolina color: yellow size: 22 x 28 inches			
11	15	piece	88.00	1,320.00	Clip Board, size: A4, Material: plastic with metal clip on top			
12	2	bottle	31.67	63.34	INK, for stamp pad, purple, 50ml			
13	20	bottle	577.50	11,550.00	Ink, Canon GI-71, 135ml, black			
14	20	bottle	544.50	10,890.00	Ink, Canon GI-71, 70ml, cyan			
15	10	pack	50.00	500.00	Paper type: specialty board size: Legal color: White quantity: 10 sheets per pack			
16	46	pack	180.00	8,280.00	Clear book type: refill size: Legal quantity: 20 pieces per pack			
17	23	piece	88.00	2,024.00	Clipboard, size: A4 material: plastic with metal clip on top			
18	13	bottle	31.67	411.71	INK, for stamp pad, black, 50ml			
19	1	piece	660.00	660.00	Stamp type: self inking stamp ink: black Font and font size: Arial Narrow - 12 Text area: 70mm x 10mm Text content: First line: Certified True Copy Second Line: Personal Copy and Not for Legal Purposes			



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20	2	box	80.00	160.00	Clip, metal push clip, refill, 16mm x 50's			
					<i>***Nothing Follows***</i>			
TOTAL				72,835.55				

****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

BASIS: Purchase Request

Item No.	PR No.	CODE	Particulars	QTY	UNIT	Unit Cost	TOTAL AMOUNT
1	2025-02-0045	LEG-004	Ink, Canon GI-71, 135ml, Black	26	bottle	577.50	15,015.00
2	2025-02-0045	LEG-005	Ink, Canon GI-71, 70ml, Cyan	21	bottle	544.50	11,434.50
3	2025-02-0030; 2025-02-0055; 2025-02-0060; 2025-02-0062; 2025-02-0070; 2025-02-0071; 2025-02-0067; 2025-02-0063; 2025-02-0076; 2025-02-0092; 2025-02-0060	MCC-003/001; DRU-026/002; MLW-034-002; CCU-024/001; MSW-005/001; PHU-003/002; MED-053/001; ACI-013/001; SEC-001; OPU-037-001; RAD-001/002	Clip Board, size: Legal, Material: plastic with metal clip on top	93	piece	93.50	8,695.50
4		MLW-021/002	Card case material: made of transparent plastic, typically PVC or polypropylene size: A5 (210 mm x 148mm)	5	piece	22.00	110.00
5	25-02-0060; 2025-02-0086	MLW-022/002; DRR-002	Cartolina color: blue size: 22 x 28 inches	22	piece	16.50	363.00
6	2025-02-0060	MLW-023/002	Cartolina color: green size: 22 x 28 inches	10	piece	35.20	352.00
7	2025-02-0060	MLW-024/002	Cartolina color: pink size: 22 x 28 inches	10	piece	16.50	165.00
8	2025-02-0060; 2025-02-0086	MLW-025/002; DRR-003/002	Cartolina color: Red size: 22 x 28 inches	17	piece	16.50	280.50
9	2025-02-0060; 2025-02-0086	MLW-026/002; DRR-004/002	Cartolina color: white size: 22 x 28 inches	22	piece	16.50	363.00
10	2025-02-0060	MLW-027/002	Cartolina color: yellow size: 22 x 28 inches	12	piece	16.50	198.00
11	2025-02-0060; 2025-02-0062; 2025-02-0066;	MLW-033/002; CCU-023-001; PIN-037/003; RAD-	Clip Board, size: A4, Material: plastic with metal clip on top	15	piece	88.00	1,320.00
12	2025-02-0062	CCU-048/001	INK, for stamp pad, purple, 50ml	2	bottle	31.67	63.34
13	2025-02-0070; 2025-02-0071	MSW-016/002; PHU-005/002	Ink, Canon GI-71, 135ml, black	20	bottle	577.50	11,550.00
14	25-02-0070; 2025-02-0071	MSW-017/002; PHU-006/002	Ink, Canon GI-71, 70ml, cyan	20	bottle	544.50	10,890.00
15	2025-02-0071	PHU-025/002	Paper type: specialty board size: Legal color: White quantity: 10 sheets per pack	10	pack	50.00	500.00
16	2025-02-0065; 2025-02-0092; 2025-02-0090	FMW-022/002; OPU-034-001; IPC-006	Clear book type: refill size: Legal quantity: 20 pieces per pack	46	pack	180.00	8,280.00
17	2025-02-0065; 2025-02-0079;	FMW-023/002; HIM-011; OPU-036-	Clipboard, size: A4 material: plastic with metal clip on top	23	piece	88.00	2,024.00
18	2025-02-0065; 2025-02-0066; 2025-02-0067; 2025-02-0079	FMW-053/002; PIN-073-003; MED-102/001; HIM-030)	INK, for stamp pad, black, 50ml	13	bottle	31.67	411.71
19	2025-02-0083	HAC-014/009	Stamp type: self inking stamp ink: black Font and font size: Arial Narrow - 12 Text area: 70mm x 10mm Text content: First line: Certified True Copy Second Line: Personal Copy and Not for Legal Purposes	1	piece	660.00	660.00
20	2025-02-0095	RAD-02-001/003	Clip, metal push clip, refill, 16mm x 50's	2	box	80.00	160.00

Total Amount - Milestone	72,835.55
Total Amount - PR	72,835.55
Actual PR Amount	72,835.55
Discrepancy	-