



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: 30-Jun-2025

RFQ No.: 097-2025

PR No. 2025-06-0198

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

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:

04-Jul-2025

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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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	1	SERVICE	179,483.30	179,483.30	ISO 9001:2015 CONSULTATION ON AUGUST 2025			
					>GAP ANALYSIS & REVIEW OF DOCUMENTS			
					>PREPARATION FOR CERTIFYING BODY AUDIT			
					>CB SURVEILLANCE AUDIT ASSISTANCE			
					NOTE: SEE ATTACHED TERMS OF REFERENCE (TOR)			
					NOTHING FOLLOWS			
TOTAL				179,483.30				

***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:

MARC ROMMELL P. URRIQUIA

Name of Canvasser

Canvasser

Printed Name and Signature of Bidder

MMH-PRO-03-01-02

PURCHASE REQUEST

Marc Rommell P. Urrutia

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL Fund Cluster: Regular Agency Fund *WPA*[illegible]

	Purpose: ISO Consultation and Training charged to Contingency Fund for ISO Surveillance Audit on August 2025.
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Requested by:

Signature :

Printed Name :

Designation :

/CRISTAL GAY F. SUSI

Planning Officer III

Approved by:

DENNIS DAYAO L. ORDOÑA, MD

Medical Center Chief II

Udebrando R. Ruaya Jr, MHSS, RN, FISCP
Chief Health Program Officer

TERMS OF REFERENCE

**ISO 9001:2015 Consultation
August 2025**

I. Background

Mariveles Mental Wellness and General Hospital (MMWGH) is committed to strengthening its Quality Management System (QMS) in compliance with ISO 9001:2015 standards. In preparation for the upcoming Certification Body (CB) Surveillance Audit, the hospital is seeking the services of a qualified ISO consultant to conduct a Gap Analysis, assist in the review and alignment of QMS documentation, provide support in audit readiness activities, and guide the hospital team during the CB Surveillance Audit.

II. Objectives

- To assess the current implementation of MMWGH's QMS through gap analysis.
- To ensure ISO QMS documentation is updated, complete, and compliant.
- To prepare hospital personnel and facilities for the Certification Body audit.
- To provide expert support during the CB Surveillance Audit.

III. Scope of Work and Schedule

Key Activity	Description	Duration
A. Gap Analysis	Conduct gap analysis in collaboration with the Quality Assurance Officer (QAO) and the Quality Management Representative (QMR) to evaluate the current QMS implementation in MMWGH.	1 day (August 11, 2025)
B. Review of Records	Review and assess the hospital's ISO QMS documents and records, and assist the QAO in ensuring alignment with ISO 9001:2015 requirements. Areas to cover include: <ul style="list-style-type: none"> a. Corrective and Preventive Action Records b. Customer Satisfaction Survey Records c. Management Review Records d. Objectives, Targets and Plans e. Audit Reports (Internal and CB) and Closure Reports f. Document Control Center (DCC) Annual Review including Document Change Notices (DCNs – new, revised, obsolete) g. Risk and Opportunities Registry Updates h. Quality Manual Updates i. Organizational Chart 	2 days (August 12–13, 2025)

VISION

Mariveles Mental Wellness and General Hospital is the premier client-oriented DOH hospital, providing safe, efficient, and quality services

MISSION

We provide and advocate for quality mental and medical health care through promotive, preventive, curative and rehabilitative services with training and research.

QUALITY POLICY

The Mariveles Mental Wellness and General Hospital is committed to provide affordable and quality mental and medical health care with Fairness, Accountability, and Continuous improvement.
We shall ensure compliance with statutory and regulatory requirements. We pledge to continually improve our Quality Management System to exceed our clients' satisfaction.

	j. Legal and Statutory Compliance Records k. Hospital Development Plan l. Minutes of Meetings m. Learning and Development Records (PETRU)	
C. Preparation for CB Audit	Assist the hospital in audit preparations, including organizing the venue, verifying document readiness, and providing coaching to process owners.	1 day (August 14, 2025)
D. CB Surveillance Audit Support	Provide virtual or on-site assistance and technical support to MMWGH during the conduct of the Certification Body's Surveillance Audit.	1 day (August 15, 2025)

IV. Consultant Qualifications


The prospective consultant or firm must meet the following eligibility requirements:

- At least **five (5) years** of experience in ISO QMS consultancy.
- Has successfully supported a **minimum of five (5) Department of Health (DOH) hospitals** in achieving ISO 9001:2015 certification.
- Holds a valid **Lead Auditor/Assessor certification** for ISO 9001 and/or related standards.
- Proven ability to **design and facilitate ISO-related trainings** and capacity-building activities.


V. Expected Deliverables

- Gap Analysis Report with findings and recommendations
- Reviewed and updated ISO QMS documents and records
- Audit Preparation Checklist and Coaching Notes
- Audit Report

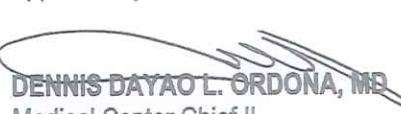
Prepared by:


HARDY C. RUBIA
Quality Assurance Officer
Planning and Management Unit

Recommending Approval:


CRISTA GAY F. SUSI
Planning Officer III
Planning and Management Unit

Approved by:


DENNIS DAYAO L. ORDONA, MD
Medical Center Chief II
Office of the Medical Center Chief
JUN 24 2025