



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: 08-Jul-2025  
RFQ No.: 103-2025  
PR No.: 2025-07-0208 (PMU)

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 may be submitted either in a sealed envelope to the BAC Office at the address provided, or electronically via email to [bidsandawardscommittee.mmwgh@gmail.com](mailto:bidsandawardscommittee.mmwgh@gmail.com)

adhering to the following conditions on or before:

**16-Jul-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. IRI, MPA

Chief Administrative Officer



## PURCHASE REQUEST

J. Patdu

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITALFund Cluster: Regular Agency Fund 05-16F 46

Office/Section :

PR No.: 2025-07-0208

Responsibility Center Code : MCC-PMU

Date:

07-04-25

OMCC-PMU

Stock/ Property  
No.

Unit

Item Description

Quantity

Unit Cost

Total Cost

Unit

Aircon (Split Type) 2HP  
Inverter  
Refrigerant Type - R32  
Cooling Capacity - 19000 (at least)  
Power Supply - 1Ø / 230V / 60Hz  
1-year Warranty of the Product  
10 years warranty on Compressor  
Supply of all materials, labor, and  
equipment and installation. (PMU-  
012/PMU-001)

1

61,154.50

61,154.50

Please see attached Scope of Works and  
Specifications

\*Nothing follows\*

FUNDS AVAILABLE:

*J. Patdu*

MARY JOY S. BANIQUED

Administrative Officer IV, Budget Unit

07 JUL 2025

Purpose: Replacement for one (1) unrepairable ACU in Planning and Management Unit

Total

61,154.50

Signature :

Printed Name :

Requested by:

*C. Susi*

CRISTAL GAY F. SUSI

Approved by:

*J. Patdu*  
DENNIS BANIQUED

Republic of the Philippines  
Department of Health  
**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
P. Monroe St., Poblacion, Mariveles, Bataan

PROJECT TITLE : **SUPPLY OF 2HP SPLIT TYPE AIRCON UNIT**  
LOCATION : **HOPSS BUILDING 2<sup>nd</sup> FLOOR (PMU Unit)**  
SUBJECT : **SCOPE OF WORKS AND SPECIFICATIONS**

**GENERAL REQUIREMENTS**

1. The Contractor should assess the location of the indoor and outdoor unit, drain line and electrical supply.
2. The Contractor shall provide all necessary labor, tools, and equipment, and materials required to perform the installation of the unit.
3. Work shall be carried out with minimal disruption to operations, ensuring cleanliness, safety, and efficiency.

**I. Scope of Services**

**a. Inspection and Assessment**

1. Conduct a preliminary site inspection of the area for the installation of the indoor and outdoor unit.

**b. Installation of Indoor and Outdoor Unit**

1. Installation of indoor and outdoor unit at designated location with minor supervision.
2. Use appropriate insulation materials.
3. Use of Miniature Circuit Breaker 32A and use THHN #10 wire.
4. Ensure proper slope of the drainage pipes and perform leak test.
5. Repair all damaged paint and wall cladding.
6. Ensure cleanliness of the area after installation.

**c. Testing and Commissioning**

1. Inspect all mechanical and electrical connections before closing of the unit.
2. Power on the unit for at least 60 minutes and test all modes in the remote as applicable.
3. Checking of the drain line, no leaks should be observed on piping connections.
4. Checking of copper tubing with insulation, no leak should be observed.

**II. Work Schedule**

- a. Work shall be scheduled at a mutually agreed time, ensuring minimal disruption to operations.

**III. Deliverables and Reporting**

- a. Before and after photos of installation.
- b. Service completion report, detailing the work performed and any recommendations.

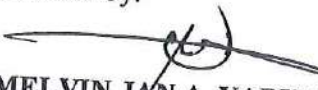
**EQUIPMENT**

1. Make use of the necessary tools and equipment for all items of works to complete the project.


Prepared by:

  
**MARCO M. DELA CRUZ**  
Administrative Assistant I

Checked by:

  
**MELVIN JAN A. YABUT, CE, MPA**  
Engineer IV

Recommending Approval:

  
**VINCENT A. ISIP**  
Chief Administrative Officer

Approved:

  
**DENNIS DAYAO L. ORDONA, MD**  
Medical Center Chief II