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

BAGONG PILIPINAS

REQUEST FOR QUOTATION (RFQ)

Date: 28-Oct-2025
RFQ No.: 195-2025
PR No. 2025-10-0340 ACCMH/PSY

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: November 3, 2025 3:00 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 "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 auntheticated 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
Central Luzon Center for Health Development
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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	100	pax	1,210.00	121,000.00	Live-out seminar - meeting, training/ seminar			
					workshops that require a venue for			
					uninterrupted discussion or deliberation			
					through the use of effective visual aids or			
					technology and catering services			
					without the necessity for lodging			
					accommodation/ in Mariveles, Bataan			
					2. Meals			
	50				a. Day 1			
					AM Snacks, Lunch, PM snacks			
	50				b. Day 2			
					AM Snacks, Lunch, PM snacks			
					3. Other Inclusions			
					Use of Function Hall for 8 hours per day			
					Complete Banquet Equipment			
					-tables and chairs			
					Sound System with Microphones			
					Use of Projector with white screen/LED Wall/any			
					material used for viewing slides			
					Free flowing coffee for hours			
					nothing follows			
			TOTAL	121,000.00				

****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:

Randolph B. Abuyo
Name of Canvasser
Canvasser

Printed Name and Signature of Bidder

MMH-PRO-03-01-02

CYRUS D. RAMOS

Appendix 60

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL **Fund Cluster:** SAA 2025-06-0040

Office/Section : ACCMH/PSYCHIATR	PR No.: 2025-10-0340 Responsibility Center Code : ACC	Date: 10-23-25

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	**Live-out seminar - meeting, training/ seminar**	100	1,210.00	121,000.00
		workshops that require a venue for			
		uninterrupted discussion or deliberation			
		through the use of effective visual aids or			
		technology and catering services			
		without the necessity for lodging			
		accommodation/ in Mariveles, Bataan			
		2. Meals			
		a. Day 1	50		
		AM Snacks, Lunch, PM snacks			
		b. Day 2	50		
		AM Snacks, Lunch, PM snacks			
		3. Other Inclusions			
		Use of Function Hall for 8 hours per day			
		Complete Banquet Equipment			
		-tables and chairs			
		Sound System with Microphones			
		Use of Projector with white screen/LED Wall/any			
		material used for viewing slides			
		Free flowing coffee for hours			
		*****nothing follows*****			
		FUNDS AVAILABLE			
		MARY JOY S. BANIQUED Administrative Officer IV			
		24 OCT 2025			
					121,000.00

Purpose: To accommodate the speakers/guests/participants of the Foundations for an Effective Internal Review Board Training on November 10 and 11, 2025

Requested by:	Approved by:
Signature : Digitally signed by Tan Ivene Carmella Saavedra Date: 2025.10.23 15:20:01+08'00'	Signature :
Printed Name: **JOEFFREY L. CRUZADA, MD, FPPA**	Printed Name: **RUBY LYNDA T. REYES, MD, MHM, MBA**
Designation : Medical Specialist IV / ACCMH, HEAD	Designation : Medical Specialist IV / OIC, CMPS II