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/ (047) 613-6711
procurement@mmh.gov.ph/ procurement.mmwgh@gmail.com / mmwgh.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE:	25-Feb-2026
RFQ NO.	050-2026
PR. NO.	2025-12-0614; 2026-02-0187

A. **BUSINESS NAME** _____
ADDRESS: _____
CONTACT NO./EMAIL _____
TIN _____

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)

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 conditions stated below on or before: **March 05, 2026, 2:00 PM**

Very Truly Yours,

02-25-2026

VINCENT A. ISIP, MPA
Chief Administrative Officer - HOPSS

MINIMUM REQUIRED DOCUMENTS/ INFORMATION TO BE SUBMITTED AS ATTACHMENTS TO THE QUOTATION/ PROPOSAL

- PhilGEPS Registration Certificate or PhilGEPS Number
- Mayor's/ Business Permit
- DTI/ SEC Certificate / CDA Certificate
- BIR Form 2303
- Sample Sales Invoice
- PCAB License (for Infrastructure)
- Professional License/ Curriculum Vitae (for Consulting Services)
- Updated Tax Clearance (for ABCs above 50K)
- Income/ Business tax Return (for ABCs above 500K)
- Notarized Omnibus Sworn Statement with duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable (for ABCs above 50K; must be submitted by the winning bidder within two (2) days from notification of Procurement Office

C: TERMS AND CONDITIONS:

1. Quotations shall be accepted through **MANUAL SUBMISSION IN A SEALED ENVELOPE** at the above-stated address and **EMAIL** at the above-stated email address.
2. The official bid offer must be duly signed by the bidder or by the authorized representative. All entries must be typewritten or must be legible, if handwritten. Do not alter the contents of this form in any way.
3. In case the supplier use their pro-forma quotation bearing either the company's or supplier's letterhead, such quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions in this RFQ.
4. All prices offered herein are valid, binding and effective for **sixty (60) calendar days** from the deadline of submission.
5. Price quotations to be denominated in Philippine Peso shall **include all applicable government taxes, duties and/or levies payable.**
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. Salient provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009: Section 97 - Liquidated Damages and Section 98 - Section 105 - Suspension and Blacklisting 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.
11. Payment terms: **Fifteen (15) working days** upon completion of delivery.
12. **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)

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PR. NO. 2025-012-0614, 2026-02-0187 HOPSS-PRO

D.

TO BE FILLED BY THE PROCUREMENT UNIT						TO BE FILLED BY THE BIDDER		
ITEM NO.	QTY	UNIT	UNIT COST	ABC	TECHNICAL SPECIFICATIONS AND DESCRIPTION	BRAND/MODEL (Suppliers shall include the Brand and Model)	UNIT COST	TOTAL AMOUNT
1	331	bottle	104.50	34,589.50	Hand soap, liquid, 500 mL, any scent			
2	559	roll	19.45	10,872.55	TAPE, transparent, 24mm x 50m			
3	114	box	27.50	3,135.00	CLIP, backfold, 25mm, x 12's			
4	114	box	82.50	9,405.00	CLIP, backfold, 50mm, x 12's			
5	16	ream	198.00	3,168.00	PAPER, Multi-purpose, A4, at least 70 gsm, 500 sheets			
6	45	piece	21.92	986.40	RULER, plastic, 450mm			
7	669	pack	33.00	22,077.00	Battery, dry cell, AAA (2pcs/pack)			
8	311	pack	33.00	10,263.00	Battery, dry cell, AA (2pcs/pack)			
9	47	piece	105.00	4,935.00	Pen, sign, extra fine tip size: 0.2mm color: black			
10	61	piece	438.90	26,772.90	Stapler, standard type size: compatible with No.35 staple wire Color: assorted color			
11	32	pack	417.56	13,361.92	FOLDER, with tab, A4, x 100's			
12	15	set	37.33	559.95	MARKER, fluorescent, 3 pcs/set			
13	27	ream	212.30	5,732.10	PAPER, Multi-purpose, legal, at least 70gsm, 500 sheets			
14	194	box	22.00	4,268.00	PAPER CLIP, vinyl/plastic coated, 33mm			
15	36	jar	72.60	2,613.60	GLUE, all-purpose, 200g			
16	4	box	932.36	3,729.44	ENVELOPE, Documentary, brown, A4, x 500's			
17	7	box	550.00	3,850.00	ENVELOPE, mailing, 500's			
18	68	piece	37.50	2,550.00	Eraser (per piece) material: plastic/rubber			
19	19	piece	90.00	1,710.00	Stamp Pad size: No. 3 color: black			
20	16	piece	100.00	1,600.00	Stamp Pad size: No. 4 color: black			
21	113	piece	137.02	15,483.26	RECORD BOOK, 500 pages, size: 214mm x 278mm min			
22	36	box	104.10	3,747.60	FASTENER, non-rust metal, non-sharp edges, x 50's			
23	25	piece	154.00	3,850.00	Soft broom (walis tambo)			
24	350	piece	49.50	17,325.00	Broom stick (walis ting-ting), made of broom grass and wooden handle			
25	35	piece	99.00	3,465.00	Dust pan, with long handle, made of plastic, any color			
26	9	box	387.01	3,483.09	CARBON FILM, Polyethylene, legal size, x 100's			
27	5	piece	110.00	550.00	DATA FOLDER, 12 x 16"			
28	2	box	1,163.34	2,326.68	ENVELOPE, Documentary, legal size, x 500's			
29	10	roll	37.40	374.00	TAPE, electrical, 3/4" x 16m			
30	20	box	26.14	522.80	Staple wire, heavyduty, binder type, 23/13 x 1,000's			
31	1	unit	275.00	275.00	Calculator, compact, 12 digits			
32	5	pair	45.76	228.80	Scissors type: symmetrical blade length: 7 inches			
33	12	can	654.50	7,854.00	Disinfectant spray, 510 grams, kills viruses and bacteria, any scent			
					****Nothing Follows****			
			TOTAL	225,664.59				

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TO BE FILLED BY THE PROCUREMENT UNIT						TO BE FILLED BY THE BIDDER		
ITEM NO.	QTY	UNIT	UNIT COST	ABC	TECHNICAL SPECIFICATIONS AND DESCRIPTION	BRAND/MODEL (Suppliers shall include the Brand and Model)	UNIT COST	TOTAL AMOUNT

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
Canvasser

_____
Printed Name and Signature of Bidder

J.Pa du

Appendix 60

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL **Fund Cluster:** 01

Office/Section : Procurement		PR No.: 2026-02-0187 Responsibility Center Code : HOPSS-PRO		Date:	February 18, 2026
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	box	CARBON FILM, Polyethylene, legal size, x 100's	9	387.01	3,483.09
	ream	PAPER, Multi-purpose, A4, at least 70 gsm, 500 sheets	16	198.00	3,168.00
	ream	PAPER, Multi-purpose, legal, at least 70gsm, 500 sheets	27	212.30	5,732.10
	piece	RECORD BOOK, 500 pages, size: 214mm x 278mm min	113	137.02	15,483.26
	pack	Battery, dry cell, AAA (2pcs/pack)	669	33.00	22,077.00
	pack	Battery, dry cell, AA (2pcs/pack)	311	33.00	10,263.00
	roll	TAPE, electrical, 3/4" x 16m	10	37.40	374.00
	roll	TAPE, transparent, 24mm x 50m	559	19.45	10,872.55
	jar	GLUE, all-purpose, 200g	36	72.60	2,613.60
	piece	RULER, plastic, 450mm	45	21.92	986.40
	box	ENVELOPE, Documentary, brown, A4, x 500's	4	932.36	3,729.44
	box	ENVELOPE, Documentary, legal size, x 500's	2	1,163.34	2,326.68
	box	ENVELOPE, mailing, 500's	7	550.00	3,850.00
	piece	Stapler, standard type size: compatible with No.35 staple wire Color: assorted color	61	438.90	26,772.90
	set	MARKER, fluorescent, 3 pcs/set	15	37.33	559.95
	piece	Stamp Pad size: No. 3 color: black	19	90.00	1,710.00
	piece	Stamp Pad size: No. 4 color: black	16	100.00	1,600.00
	piece	DATA FOLDER, 12 x 16"	5	110.00	550.00
	pack	FOLDER, with tab, A4, x 100's	32	417.56	13,361.92
	box	PAPER CLIP, vinyl/plastic coated, 33mm	194	22.00	4,268.00
	box	CLIP, backfold, 25mm, x 12's	114	27.50	3,135.00
	box	CLIP, backfold, 50mm, x 12's	114	82.50	9,405.00
	box	FASTENER, non-rust metal, non-sharp edges, x 50's	36	104.10	3,747.60
	piece	Dust pan, with long handle, made of plastic, any color	35	99.00	3,465.00
	piece	Soft broom (walis tambo)	25	154.00	3,850.00
	piece	Broom stick (walis ting-ting), made of broom grass and wooden handle	350	49.50	17,325.00
	piece	Pen, sign, extra fine tip size: 0.2mm color: black	47	105.00	4,935.00
	piece	Eraser (per piece) material: plastic/rubber	68	37.50	2,550.00
	bottle	Hand soap, liquid, 500 mL, any scent	331	104.50	34,589.50
		** Nothing Follows **			
				Total Amount:	216,783.99

FUNDS AVAILABLE

MARY JOY S. BANIQUED
Head, Budget Unit
23 FEB 2026

Purpose: Supplies of Various Units that are not Available to PS-DBM for the 1st Quarter of Calendar Year 2026.

	Requested by:	Approved by:
Signature :		Melvin Jan A. Yabut, CE, MPA Engineer IV Head, Engineering & Facilities Management Unit 02-24-2026
Printed Name :	MARY RODELINE C. DELA CRUZ, CPA	VINCENT A. ISIP, MPA
Designation :	Supervising Administrative Officer	Chief Administrative Officer

Appendix 60

J.Patdu

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL **Fund Cluster:** 01

Office/Section : Procurement		PR No.: 2025-12-0614 Responsibility Center Code : HOPSS-PRO		Date: December 10, 2025	
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	box	STAPLE WIRE, heavy duty, binder type, 23/13, x 1,000's	20	26.14	522.80
	unit	CALCULATOR, compact, 12 digits	1	275.00	275.00
	pair	Scissors type: symmetrical blade length: 7 inches	5	45.76	228.80
	can	Disinfectant spray, 510 grams, kills viruses and bacteria, any scent	12	654.50	7,854.00
		** Nothing Follows **			
					8,880.60

FUNDS AVAILABLE

MARY JOY S. BANIQUED
Administrative Officer IV
29 DEC 2025

Purpose:

Supplies of Various Units that are not Available to PS-DBM for the 4th Quarter of Calendar Year 2025.

	Requested by:	Approved by:
Signature :		
Printed Name :	MARY RODELINE C. DELA CRUZ, CPA	VINCENT A. ISIP, MPA
Designation :	Supervising Administrative Officer	Chief Administrative Officer