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: 02-Jul-2026
RFQ NO. 121-2026
PR. NO. Various PR

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: **June 09, 2026, 2:00 PM**

Very Truly Yours,

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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REQUEST FOR QUOTATION (RFQ)

DATE: July 2, 2026
RFQ NO. 121-2026
PR. NO. Various PR

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	13	unit	45,815.00	595,595.00	Aircon (Split type) 2.5hp Inverter Cooling Capacity 22,366 Kj/h 21,200 BTU/h Power Input: 2,060 Watts (Rated) 270 Watts (Min) 2,400 Watts (Max) Power Supply: 1 / 230 / 60 (Φ,V,Hz) 25 ft. excess copper tube Refrigerant Type: R32 with warranty and free installation (within 10ft only)			
					Nothing Follows			
			TOTAL	595,595.00				

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

SCOPE OF WORK AND SPECIFICATIONS

PROJECT TITLE: **INSTALLATION OF AIRCONDITIONING UNIT**
LOCATION: **MMWGH COMPOUND, MARIVELES, BATAAN**

A. GENERAL REQUIREMENTS

1. The **Contractor shall conduct a site assessment** to evaluate the proposed locations of the indoor and outdoor units, drainage line, and electrical supply line prior to installation. Upon completion of the assessment, the Contractor **shall be given Certificate of Site Inspection**. Said certificate shall confirm that the bidder has:

    - Inspected the site conditions,
    - Fully understood the scope of work, and
    - Identified any existing conditions that may affect installation or performance.

    Failure to attach the Certificate of Site Inspection shall be grounds for disqualification or non-acceptance of the bid.

2. The Contractor **shall furnish, at its own expense**, all labor, supervision, tools, equipment, materials, and incidentals necessary for the proper execution and completion of the installation works.

3. All works **shall be executed in a professional and workmanlike manner**, with due regard to safety, cleanliness, and operational continuity. The Contractor shall ensure that installation activities cause **minimal disruption** to ongoing operations.

I. SCOPE OF SERVICES

a. Inspection and Assessment

1. The Contractor shall perform a **pre-installation site inspection** to verify suitability of the designated areas for the installation of the indoor and outdoor units and related components.

b. Delivery and Installation of Indoor and Outdoor Units

1. Upon delivery, the indoor and outdoor units, including mounting brackets and accessories, **shall be inspected and verified** by the Materials and Management Unit prior to installation.

2. The Contractor shall install the indoor and outdoor units at the designated locations **in accordance with manufacturer specifications, applicable codes, and industry standards**, under minimal supervision by the end-user.

3. The Contractor shall provide and install insulation materials of **appropriate type and thickness** to ensure proper thermal efficiency and condensation control.

4. Drainage piping shall be installed with **adequate slope** to ensure proper water discharge. The Contractor shall perform leakage testing.

5. The Contractor shall **restore all affected surfaces**, including damaged paint and wall cladding, to their original condition or better.

6. Upon completion of installation activities, the Contractor shall **clean the work area** and remove all debris, surplus materials, and equipment.

c. Testing and Commissioning

1. The Contractor shall inspect and verify all mechanical and electrical connections **prior to final enclosure and system energization**.

2. The unit shall be energized and operated for a **minimum continuous period of sixty (60) minutes**, during which all operational modes shall be tested using the remote control, as applicable.

3. The Contractor shall inspect the drainage system, ensuring that **no leakage is present** at any piping connection.

4. The Contractor shall inspect all copper tubing and insulation. **No refrigerant or condensation leaks shall be observed**.

II. WORK SCHEDULE

1. The work schedule shall be coordinated with the End-User and **executed at a mutually agreed date and time**, ensuring minimal disruption to operations.

2. Any period between the date of equipment delivery and the commencement of installation **shall be excluded from the calculation of the project completion period**, unless otherwise directed in writing.

III. DELIVERABLES AND REPORTING

1. The Contractor shall submit **before-and-after photographic documentation** of the installation works.

2. A **Service Completion Report** shall be submitted upon completion of the works, detailing:

   - Scope of work performed,
   - Test results,
   - Observed site conditions, and
   - Any technical recommendations.

IV. EQUIPMENT

1. The Contractor shall utilize **appropriate, serviceable, and industry-standard tools and equipment** necessary to complete the works safely and in compliance with applicable regulations.

V. EQUIPMENT

1. The project shall be completed within **Thirty (30) Calendar Days** from receipt of the Job Order.

Prepared by:

Dela Cruz Marco Marcelo
2026.02.20 11:35:00+08'00'

MARCO M. DELA CRUZ
Administrative Assistant I

Checked by:

Villanueva Johniel June Mendoza for the EFMU Head
2026.02.23 09:39:14 +08'00'

MELVIN JAN A. YABUT, CE, MPA
Engineer IV

Recommending Approval:

Digitally signed by Isip Vincent Advincula
Date: 2026.02.23 10:22:34+08'00'

VINCENT A. ISIP, MPA
Chief Administrative Officer

Approved:

Ordona Dennis Dayao Laurio
2026.02.24 15:06:32+08'00'

DENNIS DAYAO LAURIO ORDOÑA, MD
Medical Center Chief II