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: August 31, 2026
RFQ NO. 174-2026
PR. NO. 2025-12-0657

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: **September 8, 2026**

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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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
2	1	unit	485,431.62	485,431.62	Surgical Case Cart Material: Stainless Steel Doors: Solid doors with a latch to securely close and prevent contamination; hold-open latch for easy stocking and cleaning. Dimensions (L x W x H): 43 in x 29 in x 39 in Caster/Wheel Configuration: (2) Swivel; (2) Swivel with Brake Caster Wheel Diameter: 6 in Design: Welded construction to minimize areas where dirt, fluids, or contaminants can collect. Capacity: 75 lb Number of Shelves: 1			
					Nothing Follows			
			TOTAL	485,431.62				

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
Canvasser

_____
Printed Name and Signature of Bidder

Marc Romuald Urriquia
Administrative Assistant III

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL **Fund Cluster:** 05

Office/Section : CSSU	PR No.: 2025-12-0657 Responsibility Center Code : NUR-CSS	Date: December ~~17~~ 23, 2025

Stock/ Property No	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	**CSS-001/CSS-002**: Surgical Case Cart Material: Stainless Steel Doors: Solid doors with a latch to securely close and prevent contamination; hold-open latch for easy stocking and cleaning. Dimensions (L x W x H): 43 in x 29 in x 39 in Caster/Wheel Configuration: (2) Swivel; (2) Swivel with Brake Caster Wheel Diameter: 6 in Design: Welded construction to minimize areas where dirt, fluids, or contaminants can collect. Capacity: 75 lb Number of Shelves: 1	1	485,431.62	485,431.62
		nothing follows			
		FUNDS AVAILABLE MARY JOY S. BANIQUED Administrative Officer IV			
		CAT: PN-16F-CO-2026-00001 15 JAN 2026			
		Total			485,431.62

Purpose: To prevent contamination of sterile medical instruments.

	Requested by:	Approved by:
Signature :		
Printed Name :	RONALD S. HERNANDEZ, RN	ARLENE S. ANGELES, RN, MAN, CCTN
Designation	Nurse IV/In-charge, CSSU	Nurse VII/Chief Nurse