



REPUBLIC OF THE PHILIPPINES
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

Telefax No. 8531-8318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2025-02-001

Date: February 7, 2025

REQUEST FOR QUOTATION

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number: _____

The **National Center for Mental Health (NCMH)**, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Various Clinical Laboratory Supplies and Reagents CY 2025 (Line Item)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations under Republic Act No. 9184.

Please quote your lowest price on the items herewith attached, subject to the General Conditions, and stating the shortest time of delivery. Submit your sealed quotation using this form duly signed by your authorized representative together with the documentary requirements **not later than February 12, 2025, 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 1823.

Respectfully yours,


RUSSELLE SP. OLASO, MPA
Head, BAC Secretariat

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum of Seven (7) calendar days upon receipt of approved Notice to Deliver (NTD) – Staggered Delivery.
3. *Price validity and payment terms* shall be for a minimum period of thirty (30) *calendar days*.
4. Documentary requirements **current and valid**:
 - a. **Mayor's / Business Permit** (Note: A recently **expired** Mayor's/Business permit together with the Official Receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be *accepted*. Section 24.1 of RA 9184 and its revised 2016 IRR.)

- b. **PhilGEPS Registration Number or PhilGEPS Certificate**
- c. **Annual Income Tax / Business Tax Return** (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)
- d. **Notarized Omnibus Sworn Statement**
(For Corporation – Attached Corporate Secretary Certificate)
(For Sole Proprietorship – Attached Special Power of Attorney)

5. Failure to comply with the stated general conditions constitutes a disqualification.

6. The NATIONAL CENTER FOR MENTAL HEALTH reserves the right to reject any or all bids, to waive any defect, and accept such bids advantageous to the government, and that it reserves the right to rescind the contract and debar the dealer from entering in future biddings of the center.

Notes:

- All documents must be **Certified True Copy (CTC)**. Bidder’s certification is acceptable.
- On documents (licenses, certificates and/or registrations) for renewal, bidders are required to attach Official Receipt (OR) as proof of payment.
- Documentary requirements must be arranged in the above sequence/order & placed in a folder. **This form (RFQ) must be in a sealed envelope.** Both folder (documentary requirements) and envelope (price quotation) should be placed on an envelope of any color with proper label as shown below. Bidder may opt to use their own company letterhead using the format below.
- The sealed envelope must be submitted to the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before **February 12, 2025**, or in case the deadline for each activity falls on a **non-working day (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration, the deadline shall be the next working day.** (Sec. 38.2 of RA 9184 and its 2016 revised IRR)
- **SAMPLE** must be provided within five (5) calendar days upon request of the End-User.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

Request for Quotation	
Supply and Delivery of Various Clinical Laboratory Supplies and Reagents CY 2025 (Line Item)	
Item/s bid:	
1.	_____
2.	_____
Name of Company / Bidder:	
Tel. no.:	
Fax no.:	

2. Documentary Requirements Folder:

**Request for Quotation
Supply and Delivery of Various Clinical Laboratory Supplies and Reagents
CY 2025 (Line Item)**

Item/s bid:

1. _____
2. _____

Name of Company / Bidder:
Tel. no.:
Fax no.:

3. Mother Envelope:

**Request for Quotation
Supply and Delivery of Various Clinical Laboratory Supplies and Reagents
CY 2025 (Line Item)**

Name of Company / Bidder:
Tel. no.:
Fax no.:

DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s below:

INSTRUCTION:

1. Review each item in the list provided below.
2. **Check the "Yes" box** if you comply with the NCMH specification for that item. If you do not comply, **check the "No" box**.
3. In the "Offer/Remarks" section, **input the brand and any other specifications of your offered item**.
4. If the item is not applicable or not available, indicate "N/A" in the "Offer/Remarks" section.

Supply and Delivery of Various Clinical Laboratory Supplies and Reagents CY 2025 (Line Item)					
ITEM DESCRIPTION		YES	NO	REMARKS / OFFER/ BRAND	
1	Cefinase/Beta lactamase				
	50/cartridge				
	at least 1 year expiry				
2	Polymyxin B				

	50/cartridge			
	at least 1 year expiry			
3	Quinupristin/dalfopristin			
	50/cartridge			
	at least 1 year expiry			
4	Trimethoprim			
	50/cartridge			
	at least 1 year expiry			
5	Triple Sugar Iron			
	500 gms/bottle			
	at least 2-year expiry			
6	Trehalose Agar			
	500 gms/bottle			
	at least 2-year expiry			
7	Mannose Agar			
	500 gms/bottle			
	at least 2-year expiry			
8	Haemophilus Test Medium Base			
	500 gms/bottle			
	at least 1 year expiry			
9	Catalase Reagent 30%			
	30mL per bottle			
	at least 1 year expiry			
10	Horse Blood			
	500 ml/bottle			
11	Sheeps Blood			
	500 ml/bottle			
12	Ethanol, 95%			
	4L/bottle			
	at least 1 year expiry			
13	Hepatitis B Antibody screening test (Anti HBS), one step, rapid chromatographic test cassette			
	at least 1 year expiry			

14	Hepatitis C Virus (HCV) antibody screening test, rapid chromatographic test cassette			
	at least 1 year expiry			
	with certificate of validation from NRL-SACCL			
15	Rapid Plasma Reagin (RPR) test kit			
	100 test/kit			
	at least 1 year expiry			
16	Applicator Stick			
	wooden			
	500/box			
	6 inches x 2.0 cm			
17	Oral Glucose Tolerance Test (OGTT) solution			
	75g			
	at least 1 year expiry			
18	LIS- Barcode Sticker with carbon			
	2.125"x0.75"			
	satın			
	1" core			
	3470 pcs/roll			
	with wax ribbon			
	must be compatible with brand and model of existing barcode printer (Zebra GK420t)			
19	LIS- Barcode Sticker with carbon			
	4"x 2"			
	satın			
	1" core			
	3470 pcs/roll			
	with wax ribbon			
	must be compatible with brand and model of existing barcode printer (Zebra ZD220/ ZD230)			

FINANCIAL OFFER:

Please quote your **lowest/best offer** for the items below. Please do not leave blank items. Indicate "N/A" if the item is Not Applicable/Available.

SUMMARY OF APPROVED BUDGET			OFFERED QUOTATION		
Supply and Delivery of Various Clinical Laboratory Supplies and Reagents CY 2025 (Line Item)	Qty / UOM	Approved Budget for the Contract	Supply and Delivery of Various Clinical Laboratory Supplies and Reagents CY 2025 (Line Item)	Qty/UOM	Total Offered Quotation
1	Cefinase/Beta lactamase, 50/cartridge, with at least 1 year expiry	5 / cartridge Unit Price: ₱ 450.00 Total Price: ₱ 2,250.00			
2	Polymyxin B, 50/cartridge, with at least 1 year expiry	5 / cartridge Unit Price: ₱ 450.00 Total Price: ₱ 2,250.00			
3	Quinupristin/dalfopristin, 50/cartridge, with at least 1 year expiry	3 / cartridge Unit Price: ₱ 450.00 Total Price: ₱ 1,350.00			
4	Trimethoprim, 50/cartridge, with at least 1 year expiry	5 / cartridge Unit Price: ₱ 450.00 Total Price: ₱ 2,250.00			
5	Triple Sugar Iron, 500 gms/bottle with at least 2-year expiry	2 / bottle Unit Price: ₱ 2,500.00 Total Price: ₱ 5,000.00			
6	Trehalose Agar, 500 gms/bottle with at least 2-year expiry	1 / bottle Unit Price: ₱ 7,500.00 Total Price: ₱ 7,500.00			
7	Mannose Agar, 500 gms/bottle with at least 2-year expiry	1 / bottle Unit Price: ₱ 7,500.00 Total Price: ₱ 7,500.00			

8	Haemophilus Test Medium Base, 500 gms/bottle with at least 1 year expiry	2 / bottle	Unit Price: ₱ 8,500.00 Total Price: ₱ 17,000.00			
9	Catalase Reagent 30%, 30mL per bottle, with at least 1 year expiry	2 / bottle	Unit Price: ₱ 1,300.00 Total Price: ₱ 2,600.00			
10	Horse Blood, 500 ml/bottle	10 / bottle	Unit Price: ₱ 1,200.00 Total Price: ₱ 12,000.00			
11	Sheeps Blood, 500 ml/bottle	10 / bottle	Unit Price: ₱ 1,200.00 Total Price: ₱ 12,000.00			
12	Ethanol, 95%, 4L/bottle, with at least 1 year expiry	2 / bottle	Unit Price: ₱ 6,000.00 Total Price: ₱ 12,000.00			
13	Hepatitis B Antibody screening test (Anti HBS), one step, rapid chromatographic test cassette, with at least 1 year expiry	100 / test	Unit Price: ₱ 150.00 Total Price: ₱ 15,000.00			
14	Hepatitis C Virus (HCV) antibody screening test, rapid chromatographic test cassette, with at least 1 year expiry with certificate of validation from NRL-SACCL	100 / test	Unit Price: ₱ 150.00 Total Price: ₱ 15,000.00			
15	Rapid Plasma Reagin (RPR) test kit, 100 test/kit, with at least 1 year expiry	500 / test	Unit Price: ₱ 120.00 Total Price: ₱ 60,000.00			
16	Applicator Stick, wooden, 500/box, 6 inches x 2.0 cm	15 / box	Unit Price: ₱ 175.00 Total Price: ₱ 2,625.00			

17	Oral Glucose Tolerance Test (OGTT) solution, 75g, with at least 1 year expiry	150 / bottle	Unit Price: ₱ 150.00 Total Price: ₱ 22,500.00			
18	LIS- Barcode Sticker with carbon, 2.125"x0.75", satin, 1" core, 3470 pcs/roll with wax ribbon, must be compatible with brand and model of existing barcode printer (Zebra GK420t).	80 / roll	Unit Price: ₱ 850.00 Total Price: ₱ 68,000.00			
19	LIS- Barcode Sticker with carbon, 4"x 2", satin, 1" core, 3470 pcs/roll with wax ribbon, must be compatible with brand and model of existing barcode printer (Zebra ZD220/ ZD230).	4 / roll	Unit Price: ₱ 850.00 Total Price: ₱ 3,400.00			
TOTAL AMOUNT:			Two Hundred Seventy Thousand Two Hundred Twenty-Five Pesos only (₱270,225.00)	TOTAL AMOUNT:		

Brand and model: _____
 Delivery period: _____ Max of 7 Calendar Days
 Warranty: _____ Min of 3 months (supplies)
 _____ Min of 1 year (equipment)
 Price validity: _____ Min of 30 Calendar Days
 Payment terms: _____ Min of 30 Calendar Days

SUBMITTED AND CONFORMED BY:

 PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

 POSITION/DESIGNATION

 CONTACT NUMBER/S

 EMAIL ADDRESS