



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines



BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

Telefax No. 85318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2024-04-004

Date: April 25, 2024

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 Other Office Supplies for ARTA Compliance CY 2024 (LOT)** 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 April 30, 2024, 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 S. 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).
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.
- **SAMPLE / BROCHURE** must be provided within five (5) calendar days upon request of the End-User.

MARKING / LABEL OF PRICE QUOTATION

- 1. Sealed Price Quotation Envelope:

<p>Request for Quotation Supply and Delivery of Other Office Supplies for ARTA Compliance CY 2024 (LOT)</p>	
<p>Item/s bid:</p>	
1.	_____
2.	_____
<p>Name of Company / Bidder: Tel. no.: Fax no.:</p>	

2. Documentary Requirements Folder:

<p>Request for Quotation Supply and Delivery of Other Office Supplies for ARTA Compliance CY 2024 (LOT)</p>	
<p>Item/s bid:</p>	
1.	
2.	
<p>Name of Company / Bidder: Tel. no.: Fax no.:</p>	

3. Mother Envelope:

<p>Request for Quotation Supply and Delivery of Other Office Supplies for ARTA Compliance CY 2024 (LOT)</p>	
<p>Name of Company / Bidder: Tel. no.: Fax no.:</p>	
<p>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</p>	

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

Supply and Delivery of Other Office Supplies for ARTA Compliance CY 2024 (LOT)					
ITEM DESCRIPTION		YES	NO	REMARKS / OFFER / BRAND	
CLEARBOOK REFILL					
No. of sheets:	10 sheets / pack				
Size:	A4				
No. of holes	23				
FOAM TAPE (Double-sided)					
Size:	24mm x 10mm				
PHOTO PAPER					
Size:	A4				
GSM:	180				
No. of sheets	10 sheets / pack				
Material:	Glossy				

LAMINATING SHEET				
Size:	A4			
Microns:	125			
No. of sheets:	100 sheets / pack			
RING BINDER				
No. of Rings:	3			
Type:	D-Type Clip			
Binder Edge Type:	Portrait			
Size:	A4			
	2"			
Material:	High quality PVC Plastic			
Color:	Blue			
SPECIALTY PAPER, BOARD				
Color:	White			
Size:	A4			
GSM:	200			
No. of sheets	10 sheets / pack			

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 Laboratory (Clinical) Supplies and Reagents CY 2024		Qty / UOM	Approved Budget for the Contract	Unit Price	Qty	Total Price
1	CLEARBOOK REFILL, A4, 23 holes, 10 sheets / pack	300 packs	Unit Price: PHP 60.00 / Total Price: PHP 18,000.00			
	FOAM TAPE (Double-sided), 24mm x 10mm	20 pieces	Unit Price: PHP 246.00 / Total Price: PHP 4,920.00			
	PHOTO PAPER, A4, 180 GSM, Glossy, 10 sheets / pack	40 packs	Unit Price: PHP 168.00 / Total Price: PHP 6,720.00			
	LAMINATING SHEET, A4, 125 microns, 100 sheets / pack	15 packs	Unit Price: PHP 1,315.00 / Total Price: PHP 19,725.00			

	RING BINDER, 3 rings, D-Type Clip, A4, 2", High Quality PVC Plastic, Binder Edge Type: Portrait, Color Blue	115 pieces	Unit Price: PHP 287.00 / Total Price: PHP 33,005.00			
	SPECIALTY PAPER, BOARD, white, A4, 200 GSM, 10 sheets/pack	50 packs	Unit Price: PHP 33.00 / Total Price: PHP 1,650.00			
TOTAL AMOUNT:			Eighty-Four Thousand Twenty Pesos Only (P 84,020.00)	TOTAL AMOUNT:		

Brand and model: _____

Delivery period: _____ Max of 7 Calendar Days

Warranty: _____ Min of 3 months (supplies)

Price validity: _____ Min of 1 year (equipment)

Payment terms: _____ Min of 30 Calendar Days

SUBMITTED AND CONFORMED BY:

PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

POSITION/DESIGNATION

CONTACT NUMBER/S

EMAIL ADDRESS