



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



Telephone No. 8531-9001 loc. 239

Telefax No. 85318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2024-05-002

Date: May 16, 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 Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024** 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 May 21, 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 SP. OLASO, MPA
Head, BAC Secretariat

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be made **on or before June 25, 2024**
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 Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024</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 Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024</p>
<p>Item/s bid:</p> <p>1. _____</p> <p>2. _____</p> <p>Name of Company / Bidder: Tel. no.: Fax no.:</p>

3. Mother Envelope:

<p>Request for Quotation Supply and Delivery of Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024</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 Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024 – See ANNEX “A” (Terms of Reference)			
ITEM DESCRIPTION	YES	NO	REMARKS / OFFER / BRAND
BAG			
Material: OXFORD			
Size: 37 cm x 7 cm x 27 cm (LxWxH)			
Color: Blue			
Text: High quality Silk Screen Printing (Black text)			
Order Qty: 50 pcs			
UMBRELLA			
Material: Black thick fiber ribs waterproof, foldable			
Size: 38 inches width			
Color: Blue			
Handle: Black rod, auto-open, auto-close			
Text Printing: Single color text (Black)			
Order Qty: 50 pcs			

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 Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024		Qty / UOM	Approved Budget for the Contract	Supply and Delivery of Customized Audit Kit (Bag and Umbrella) for Internal Quality Auditors CY 2024	Qty / UOM	Unit Price & Total Price
1	BAG Material: Oxford Size: 37 cm x 7 cm x 27 cm (LxWxH) Color: Blue Text: High quality Silk Screen Printing (Black text) 50 pcs	50 sets	Unit Price: ₱ 1,210.00 / Total Price: ₱ 60,500.00			
	UMBRELLA Material: Black thick fiber ribs waterproof, foldable Size: 38 inches width Color: Blue Handle: Black rod, auto-open, auto-close Text Printing: Single color text (Black) 50 pcs					
TOTAL AMOUNT:			Sixty Thousand Five Hundred Pesos Only (₱ 60,500.00)	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



REPUBLIC OF THE PHILIPPINES
Department of Health

National Center for Mental Health



TERMS OF REFERENCE

Procurement of NCMH – QMO Internal Quality Auditors' Audit Kit (Bag and Umbrella)

The Quality Management Office (QMO) is tasked to implement and monitor the center's quality management system and other related mandates from the Department of Health and other government agencies. One of its task is to conduct Internal Quality Audit of the center's implemented quality management system which shall be facilitated by its trained and qualified internal quality auditors. Conduct of IQA is scheduled annually to all the areas (Offices and Pavilions) in order to validate and monitors conformity to ISO 9001:2015 standards. To facilitate its communication and programs, QMO deems it necessary to produce and procure materials and tools to enhance the internal quality auditor's mobility, organization, comfort and convenience in the conduct of IQA, ultimately supporting auditors in effectively carrying out their responsibilities.

SCOPE OF WORK

Bag

Material: Oxford

Size: 37 cm x 7 cm x 27 cm (L X W X H)

Color: Blue

Text: High Quality Silk Screen Printing (Black text)

Order Quantity: 50 pcs

Umbrella

Material: Black thick fiber ribs waterproof, foldable

Size: 38 inches width

Color: Blue

Handle: Black rod, auto-open, auto-close

Text Printing: Single color text (Black)

Order Quantity: 50 pcs

"There is no Health without Mental Health"





REPUBLIC OF THE PHILIPPINES
Department of Health

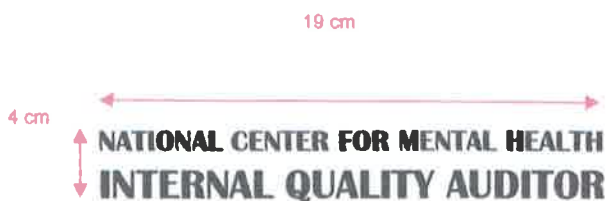


National Center for Mental Health

APPROVED BUDGET FOR THE CONTRACT

The approved maximum budget for the printing, production and delivery of Audit Kit (Bag and Umbrella) is Sixty thousand, five hundred pesos (60,500.00) inclusive of all government tax, warranties and fees. Date of delivery of the polo shirts should be made on or before June 25, 2024. Full payment of the contract shall be paid upon receipt of billing and delivery of the goods.

DESIGN



“There is no Health without Mental Health”

9 De Pebrero St., Brgy. Mauway, Mandaluyong City
Tel. No.: 531-9001 Fax: 531-8682 Website: www.ncmh.gov.ph



Management System
ISO 9001:2015





REPUBLIC OF THE PHILIPPINES
Department of Health



National Center for Mental Health



3cm
1cm
NCMH
INTERNAL QUALITY AUDITOR

Date prepared: **11 April 2024**

Prepared by: 
NORMAN M. MANALO
Administrative Assistant I

Approved by: 
TRISTIAN JOHN O. PALMANI, RN, MMHoA
OIC, Quality Management Office

“There is no Health without Mental Health”

9 De Pebrero St., Brgy. Mauway, Mandaluyong City
Tel. No.: 531-9001 Fax: 531-8882 Website: www.ncmh.gov.ph

