



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. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SOLICITATION NO. CS-SVP-2024-005  
Annual Subscription for Online Video Conferencing Platform CY 2024

**REQUEST FOR QUOTATION**

June 06, 2024

Dear Sir/Madame:

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 **June 13, 2024 (Thursday), 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 8531-8318.

Respectfully yours,

  
**RUSSELLE SP. OLASO, MPA**  
Head, BAC Secretariat  
OIC, Procurement Section

**General Conditions:**

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum period of Seven (7) calendar days/see attached Terms of Reference (TOR) for references upon receipt of approved Purchase Order (PO) / Notice to Proceed (NTP).
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 bidding's 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.
- The sealed envelope must be submitted in the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before the deadline.
- 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.

**MARKING / LABEL OF PRICE QUOTATION**

1. Sealed Price Quotation Envelope:

**Request for Quotation**  
**Procurement of Annual Subscription for Online Video Conferencing Platform CY 2024**

**Item/s bid:**

1. \_\_\_\_\_  
2. \_\_\_\_\_

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

2. Documentary Requirements Folder:

**Request for Quotation**  
**Procurement of Annual Subscription for Online Video Conferencing Platform CY 2024**

**Item/s bid:**

1. \_\_\_\_\_  
2. \_\_\_\_\_

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

Mother Envelope:

**Request for Quotation**  
**Procurement of Annual Subscription for Online Video Conferencing Platform CY 2024**

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

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

**Procurement of Annual Subscription for Online Video Conferencing Platform CY 2024**

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
1	Lot	<i>Procurement of Annual Subscription for Online Video Conferencing Platform CY 2024</i>  <i>(Please refer to the attached Terms of Reference)</i>		<b>UNIT PRICE:</b>  <b>Php134,187.90</b>  <b>TOTAL PRICE:</b> <b>Php134,187.90</b>	<b>UNIT PRICE</b>         <b>TOTAL PRICE:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">P</div>
<b>GRAND TOTAL PRICE:</b>				<b>₱ 134,187.90</b>	

Brand and model: \_\_\_\_\_

Delivery period: \_\_\_\_\_ Max of 7 working 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:

\_\_\_\_\_ COMPANY NAME

\_\_\_\_\_ COMPANY ADDRESS

\_\_\_\_\_ PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

\_\_\_\_\_ DESIGNATION

\_\_\_\_\_ CONTACT NUMBER/S