



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. 239

Telefax No. 85318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SOLICITATION NO.: NCMH-Small Value Procurement
Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023

REQUEST FOR QUOTATION

September 28, 2023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

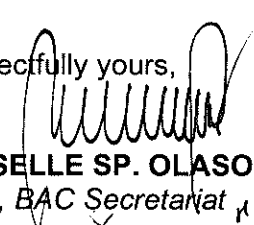
TIN: _____

PhilGEPS Registration Number: _____

The **National Center for Mental Health (NCMH)**, through its Bids and Awards Committee (BAC), intends to procure the **Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023** 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 October 03, 2023, 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

General Conditions:

1. Bid offer must meet the minimum technical specifications.

2. Delivery and installation period shall be within a maximum period of thirty (30) 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:
 - a. Mayor's / Business Permit (Attached Official Receipt)
 - b. PhilGEPS Registration Number or PhilGEPS Certificate
 - c. Latest Annual Income 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 3 calendar days upon request of End-User.**

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

<p>Request for Quotation Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023</p>	
	<p>Item/s bid:</p>
1.	
2.	

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

2. Documentary Requirements Folder:

Request for Quotation Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023
Item/s bid: 1. _____ 2. _____
Name of Company / Bidder: Tel. no.: Fax no.:

3. Mother Envelope:

Request for Quotation Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023
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:

Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023			
TECHNICAL SPECIFICATIONS	YES	NO	REMARKS
PANEL DIMENSIONS:			
H208 x W115cm			

H208 x W109.3cm			
H208 x W108.3cm			
H208 x W106cm			
H208 x W80cm with hinges			
<i>(Please see attached Annex 1 for Terms of Reference)</i>			

FINANCIAL OFFER:

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

SUMMARY OF APPROVED BUDGET			OFFERED QUOTATION		
Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023	Qty	Approved Budget for the Contract	Supply, Delivery and Installation of Fixed Wall Partition for Wellness Center and Crisis Hotline CY 2023	Qty	Total Offered Quotation
PANEL DIMENSION					
H208 x W115cm	3 sets	Php 593,189.86			
H208 x W109.3cm	3 sets				
H208 x W108.3cm	3 sets				
H208 x W106cm	3 sets				
H208 x W80cm with hinges	1 set				
TOTAL:		FIVE HUNDRED NINETY THREE THOUSAND ONE HUNDRED EIGHTY NINE PESOS AND 86/100 ONLY (PHP 593,189.86)	TOTAL:		

Brand and model: _____
Delivery and installation period: _____ Max of 30 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



Republic of the Philippines
 Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
 9 de Pebrero St. Brgy. Mauway, Mandaluyong City



PROJECT : **SUPPLY AND INSTALLATION OF FLOOR TO CEILING SOUND PROOF PARTITION**

LOCATION : **9 DE PEBRERO ST. BRGY. MAUWAY MANDALUYONG CITY**

OWNER : **NATIONAL CENTER FOR MENTAL HEALTH**

SUBJECT : **TERMS OF REFERENCE**

DATE : **September 5, 2023**

I. **BACKGROUND AND RATIONALE**

The special concerns unit, which includes important mental health programs such as the ncmh crisis hotline, mhpps and workplace wellness, has been conducting multiple trainings as requested by various stakeholders nationwide. The goal is to not just train but capacitate various agencies in hotline responding, to include suicide education, prevention and intervention, as well as psychological intervention in times of disasters, emergencies and adverse life events. The renovation of the wellness center has given us the opportunity to train such stakeholders within the confines of the center. However, since our crisis hotline is also situated in the first floor of the wellness building, the need to maintain a quiet and uninterrupted operations while conducting various trainings has become imperative for us. Hence, the solution is the creation of a sound-proof wall to allow the smooth operations of the hotline and 2 separate operable wall within the first floor to allow simultaneous trainings which will benefit not just the special concerns section but other services within the hospital with training schedules.

II. **GENERAL REQUIREMENTS**

1. The contractor shall furnish all materials, equipment, transportation, tools, supplies plant, labor and suspension required to complete satisfactorily the construction of the proposed subject
2. The contractor upon receipt of the notice to proceed shall immediately mobilize and transport his plant, equipment, materials and employees to the site and demobilize or remove the same at the completion of subproject.
3. Contractor is required to have all members of his construction crew to wear uniform long sleeve shirt (one color) bearing the Contractor's name and address or identification.
4. Cleaning and Hauling Debris.
5. All demolished/removed materials that are still usable will not be allowed to be used and shall be properly stocked, inventoried and turned over to in writing to the owner/end-user.
6. The Contractor shall take due care to protect existing structures which will be affected and unaffected by the work to be implemented.
7. The Contractor shall at all-time keep the premises free from the accumulation of waste or rubbish, caused by his subordinates or work. Upon completion of each item of work, they shall remove all

rubbish materials from and within the site including all his tools, scaffoldings and surplus materials. The Contractor shall leave his work "Broom and Cleaned".

III. SUPPLY AND INSTALLATION OF FIXED MODULAR PARTITION

1. Floor to Ceiling Fabric Partition w/ Acoustic Panel

- a. The required height of the panel partition is 208 centimeters .
- b. Panel Dimensions:
 1. 3 sets - H208 x W115cm
 2. 3 sets - H208 x W109.3cm
 3. 3 sets - H208 x W108.3cm
 4. 3 sets - H208 x W106cm
 5. 1 set - H208 x W80cm with hinges
- c. 4.5 cm thick partition in beige aluminum capping. No chemical irritants, formaldehyde free and odour and dust free.
- d. Include all other necessary works needed to complete this item of work.
- e. The partitions shall be supported and fastened in a safe and satisfactory workmanship as practiced.
- f. All materials to be used shall be brand new, with trade name, unused, and shall in every case be the best where such standards have been established for the particular type of materials used.
- g. Trade/brand name of materials indicated in the specifications are recommendatory in nature and are included for the purpose of uniformity in bids. If trade/brand names other than those indicated are to be used during construction, brochures and samples shall be submitted to the owner's representative for approval.
- h. Only skilled workmen using proper tools and equipment shall be employed during the entire course of the installation work. All workmanship shall be of the best quality and all works shall be done in accordance with the best engineering practice of the trade involved.

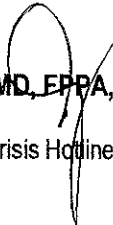
IV. TIME OF COMPLETION

The supply and installation of fabric partitions shall be completed on 30 Calendar Days (30 C.D.) upon receipt of notice to deliver.


V. PROJECT COST

The financial proposal shall not exceed the Approved Budget for the Contract (ABC) of Five Hundred Ninety Three Thousand One Hundred Eighty Nine pesos and Eighty Six centavos (Php 593,189.86) inclusive of taxes. Those exceeding the ABC shall be automatically rejected. The cost will be charged against the sub-allotment fund SAA no. 2023-04-002193 dated April 26,2023 (DO 2023-0226)

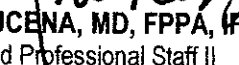
Prepared By:


Bernard B. Argamosa, MD, FPPA, MMHoA
Medical Specialist III
Program Director, NCMH Crisis Hotline and Center for Wellness

Noted by:


Rodney R. Bohcajes, MD, FPPA
Medical Specialist IV
Chief, Office of the Special Concerns

Recommending Approval:


BEVERLY AZUCENA, MD, FPPA, FAPA, MMHoA
Chief Medical and Professional Staff II
Hospital Service

Approved By:


NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II