



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



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**SECTION III:**  
**BID DATA SHEET**

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> <li>a. <i>Common Computer Supplies</i></li> <li>b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7	Subcontracts is not allowed
13.2	(a.) The Price of the Goods shall be quoted in Philippine Peso.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> <li>a. The amount is not less than <b>two percent (2%) of ABC</b>, if bid security is in <b>cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</b></li> <li>b. The amount is not less than <b>five percent (5%) of ABC</b>, if bid security in is <b>Surety Bond</b>.</li> </ol>
19.3	<b>PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF OTHER SUPPLIES – COMMON COMPUTER SUPPLIES CY 2024 (LOT)</b> <i>Please see List of Items for complete lists, quantity and ABC</i>
20.2	Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its <ol style="list-style-type: none"> <li>a. Current and Valid Tax Clearance</li> <li>b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)</li> <li>c. Certificate of PhilGEPS Registration (Platinum Membership)</li> <li>d. Current and Valid Mayor's Permit</li> </ol>
21.1	Additional contract documents relevant to the Project that is required by the Procuring Entity: <ol style="list-style-type: none"> <li>a) <b>Notice of Award or Notice to Proceed or Contract</b> issued by the owners, as attachment for the Statement of the prospective bidder of <b>All its On Going Government and Private Contracts</b></li> <li>b) <b>Notice of Award or Contract</b> issued by the owners, as attachment for the Single Largest Completed Contract (SLCC)</li> <li>c) Notarized Letter of Assurance from the Bidder on the <b>Availability of Stocks</b></li> <li>d) Certificate of Performance [For <b>current supplier</b>, it shall be issued by the <b>Head of the Procuring Entity</b> for the current year. For <b>non-current supplier</b>, certificate issued from other hospitals or agencies are acceptable (at least <b>SATISFACTORY RATING</b>)]</li> <li>e) Sample</li> </ol>

The Eligibility Documents and Technical Proposal combined in one folder and the Financial Proposal in separate Folder (**RED FOLDER**). Each folder with **fastener/shoelace on top, with Table of Contents and Tabs** (properly labeled according to the checklist for bidders issued).

**MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS /  
FINANCIAL PROPOSALS**

<p align="center">   "Original Copy" </p> <p align="center"> <b>NATIONALCENTER FOR MENTAL HEALTH</b>  Nueve De Pebrero St., Mandaluyong City _____ </p> <p align="center"> <b>PUBLIC BIDDING</b>  <b>FOR <u>(CATEGORY)</u> CY 2024</b> _____ </p> <p align="center"> <b>ELIGIBILITY DOCUMENTS</b>  <u>TECHNICAL PROPOSAL</u> _____  /   <u>FINANCIAL PROPOSAL</u> _____ </p> <p align="center"> <u>DELA CRUZ COMPANY</u> _____  <u>143 Pag-ibig St., Quezon City</u>  Tel:        /        Fax: </p>	<p>Indicate here "Original Copy of Eligibility Documents &amp; Technical Proposal, and Financial Proposal"</p> <p>PROCURING ENTITY'S NAME &amp; ADDRESS</p> <p>PUBLIC BIDDING CATEGORY &amp; CALENDAR YEAR</p> <p>BID PROPOSAL NAME</p> <p>NAME, ADDRESS, &amp; CONTACT NOS. (TELEPHONE &amp; FACSIMILE) OF THE BIDDERS</p>
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**NOTE:** Color of Folder is **RED**  
Color of Envelope is **RED**

*Note: All tabbing shall be in words / title based on the Checklist.*





The Eligibility Documents & Technical Proposals shall be placed in one envelope and the Financial Proposal also placed in another envelope (RED). All envelopes shall have the following markings:

NAME OF ENCLOSED  
BID PROPOSAL

NAME OF THE PROCURING ENTITY'S BAC,  
PROCURING ENTITY'S NAME & ADDRESS

ELIGIBILITY  
ENVELOPE &  
TECHNICAL  
PROPOSAL  
/FINANCIAL  
PROPOSAL

NCMH-BAC FOR *CATEGORY*  
NATIONALCENTER FOR MENTAL HEALTH  
Nueve de Pebrero St., Mandaluyong City

PUBLIC BIDDING FOR *CATEGORY* CY 2024

PUBLIC BIDDING  
CATEGORY &  
CALENDAR YEAR

**MARKINGS FOR ENVELOPES**

DELA CRUZ COMPANY  
143 Pag-Ibig St., Quezon City  
Tel: \_\_\_\_\_ / Fax: \_\_\_\_\_  
DO NOT OPEN BEFORE: \_\_\_\_\_ / \_\_\_\_ : \_\_\_\_

NAME, ADDRESS & CONTACT NUMBERS (Telephone & Facsimile) OF THE BIDDER, "DO NOT OPEN" LABEL WITH THE DATE & TIME OF THE SUBMISSION & OPENING OF BIDS