



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: a. <i>Various Office Supplies</i> Completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.
7.1	Subcontracts is not allowed
12	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: a. The amount is not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount is not less than five percent (5%) of ABC, if bid security is in Surety Bond.
19.3	Public Bidding for the Supply and Delivery of Various Office Supplies CY 2023 (LOT) <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 a. Current and Valid Tax Clearance b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable) c. Certificate of Philgeps Registration (Platinum Membership) d. Current and Valid Mayor's Permit
21.2	Additional contract documents relevant to the Project that is required by the Procuring Entity: 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> b. <b>Notice of Award or Contract</b> issued by the owners, as attachment for the Single Largest Completed Contract (SLCC) c. Notarized Letter of Assurance from the Bidder on the <b>Availability of Stocks</b> 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> )] e. <b>Sample/Brochure</b> of items.

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).

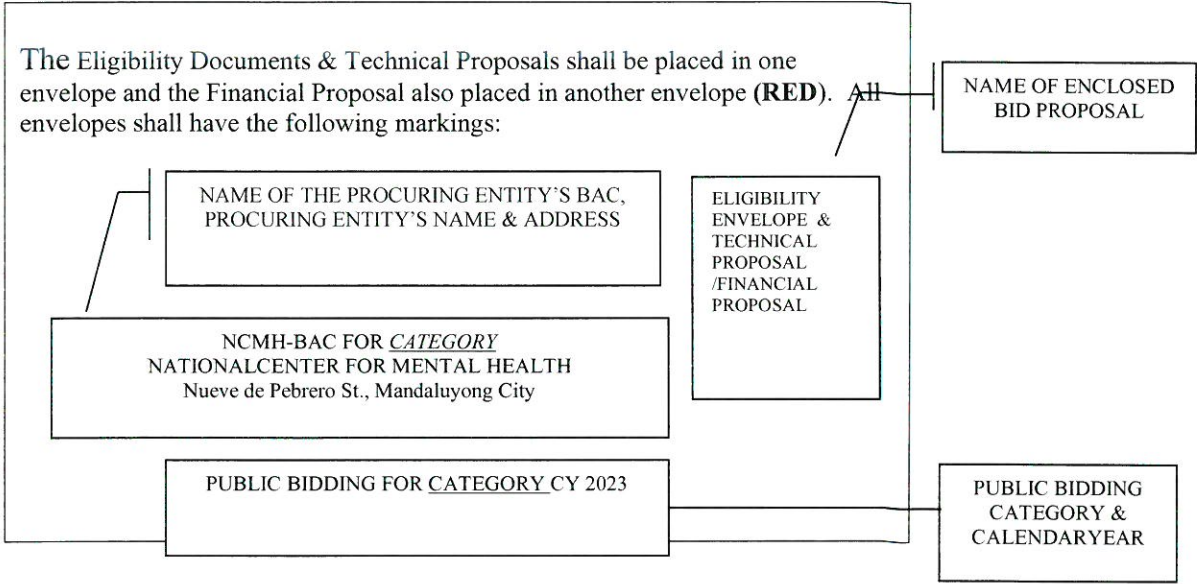
**MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS /  
FINANCIAL PROPOSALS**

<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; display: flex; justify-content: space-between;"> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> </div> <p style="text-align: right; margin-top: 5px;">"Original Copy"</p> <p><b>NATIONALCENTER FOR MENTAL HEALTH</b> Nueve De Pebrero St., Mandaluyong City</p> <hr/> <p align="center"><b>PUBLIC BIDDING</b> FOR <u>(CATEGORY)</u> CY 2023</p> <hr/> <p><b>ELIGIBILITY DOCUMENTS</b></p> <p><u>TECHNICAL PROPOSAL</u></p> <p style="text-align: center;">/</p> <p><u>FINANCIAL PROPOSAL</u></p> <hr/> <p><b><u>DELA CRUZ COMPANY</u></b> <u>143 Pag-ibig St., Quezon City</u> Tel:        /        Fax:</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Indicate here "Original Copy of Eligibility Documents &amp; Technical Proposal, and Financial Proposal"</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">PROCURING ENTITY'S NAME &amp; ADDRESS</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">PUBLIC BIDDING CATEGORY &amp; CALENDAR YEAR</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">BID PROPOSAL NAME</div> <div style="border: 1px solid black; padding: 5px;">NAME, ADDRESS, &amp; CONTACT NOS. (TELEPHONE &amp; FACSIMILE) OF THE BIDDERS</div>
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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:



**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