



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

## **BIDDING DOCUMENTS**

**PUBLIC BIDDING FOR THE  
SUPPLY AND DELIVERY OF  
LABORATORY (ANATOMICAL)  
SUPPLIES AND REAGENTS  
CY 2025  
(Early Procurement Activity)**

**NCMH-BIDS AND AWARDS COMMITTEE**

**OCTOBER 2024**

**Section I. Invitation to Bid**  
**ITB No. G-004-2025-PB**

**Public Bidding for the Supply and Delivery of Laboratory  
(Anatomical) Supplies and Reagents CY 2025  
(Early Procurement Activity)**

1. The **National Center for Mental Health**, through the **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **Three Million Seven Hundred Forty-Four Thousand Thirty Pesos and 57/100 only (P3,744,030.57)** being the ABC to payments under the contract for the following categories. Bids received in excess of the ABC shall be automatically rejected at bid opening.

CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)
Public Bidding for the Supply and Delivery of Laboratory (Anatomical) Supplies and Reagents CY 2025 (Early Procurement Activity)	P 3,744,030.57

2. The **National Center for Mental Health** now invites bids for the above Procurement Project. Delivery of the Goods is required by (**See Schedule of Requirements**). Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Procurement Section of the National Center for Mental Health** and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders **October 9, 2024 – October 28, 2024 (Monday to Friday, 8:00AM – 4:00PM)** from the given address and website(s) below and upon submission of **LETTER OF INTENT** and payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000.00 and below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The **National Center for Mental Health** will hold a Pre-Bid Conference on **October 17, 2024, 9:00AM (Thursday)** at **BAC Conference Room of National Center for Mental Health**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **October 29, 2024 (Tuesday), 9:00AM at the BAC Conference Room of National Center for Mental Health**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
10. Not applicable
11. The **National Center for Mental Health** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:



**RUSELLE SP. OLASO, MPA**  
*Head, NCMH BAC Secretariat*  
Nueve de Febrero St. Brgy. Mauway, Mandaluyong City  
Tel: 0285319001 loc 239, 242 Telefax: 0285318318  
Email: [bacncmh@yahoo.com](mailto:bacncmh@yahoo.com); [www.ncmh.gov.ph](http://www.ncmh.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents:

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) (PhilGEPS website using suppliers/bidders account)

<https://ncmh.gov.ph> (National Center for Mental Health Official Website)

**October 9, 2024**

*Date of Issue*



**ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA**  
Chairperson, NCMH-BAC for Goods