



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



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Website: www.ncmh.gov.ph

SOLICITATION NO.: NCMH-Small Value Procurement  
Supply and Delivery of Other Common Supplies - Additional CY 2023 (LOT)

## REQUEST FOR QUOTATION

September 09, 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 and Delivery of Other Common Supplies – Additional CY 2023 (LOT)** 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 September 14, 2023, 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 1823.

Respectfully yours,

  
**RUSSELLE SP. OLASO, MPA**  
Head, BAC Secretariat

### General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum of Seven (7) calendar days upon receipt of approved Notice to Deliver (NTD) – **(NOTE: Staggered Delivery – (2x) delivery with different 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. **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 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** must be provided ***within 3 calendar days*** upon request of the *End-User*.

**MARKING / LABEL OF PRICE QUOTATION**

1. Sealed Price Quotation Envelope:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Item/s bid:</b></p>	
1.	_____
2.	_____
<p><b>Name of Company / Bidder:</b></p>	
<p><b>Tel. no.:</b></p>	
<p><b>Fax no.:</b></p>	

2. Documentary Requirements Folder:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Item/s bid:</b></p>	
1.	_____
2.	_____
<p><b>Name of Company / Bidder:</b>  <b>Tel. no.:</b>  <b>Fax no.:</b></p>	

3. Mother Envelope:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Name of Company / Bidder:</b>  <b>Tel. no.:</b>  <b>Fax no.:</b></p>	
<p><b>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</b></p>	

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s below:

<b>Supply and Delivery of Other Common Supplies – Additional                      CY 2023 (LOT)</b>					
TECHNICAL SPECIFICATIONS		YES	NO	REMARKS	
<b>(LOT)</b>	<b>TOOTHPASTE</b> , 100ml / tube				
	<b>SOAP</b> , unscented mild soap, 90 grams, free of dyes and heavy perfumes, <b>WHITE</b>				
	<b>SANITARY NAPKIN</b> , 8 pcs / pack				

**FINANCIAL OFFER:**

Please quote your **lowest/best offer** for the items below. Please do not leave blank items. Indicate “N/A” if the item is Not Applicable/Available.

SUMMARY OF APPROVED BUDGET			OFFERED QUOTATION		
Supply and Delivery of Other Common Supplies – Additional CY 2023 (LOT)	Qty / UOM	Approved Budget for the Contract	Supply and Delivery of Other Common Supplies – Additional CY 2023 (LOT)	Qty	Total Offered Quotation
(LOT)	TOOTHPASTE, 100ml / tube	6,000 / tube Unit Price: PHP 101.17 / Total Price: <b>PHP 607,020.00</b>			
	SOAP, unscented mild soap, 90 grams, free of dyes and heavy perfumes, WHITE	3,000 / piece Unit Price: PHP 45.53 / Total Price: <b>PHP 136,590.00</b>			
	SANITARY NAPKIN, 8 pcs / pack	24,000 / piece Unit Price: PHP 4.20 / Total Price: <b>PHP 100,800.00</b>			
<b>TOTAL AMOUNT:</b>		<b>Eight Hundred Forty-Four Thousand Four Hundred Ten Pesos only</b>  <b>(PHP <u>844,410.00</u>)</b>	<b>TOTAL AMOUNT:</b>		

Brand and model: \_\_\_\_\_  
 Delivery period: \_\_\_\_\_ Max of 7 Calendar 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:

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

\_\_\_\_\_  
 POSITION/DESIGNATION

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

\_\_\_\_\_  
 EMAIL ADDRESS