



REPUBLIC OF THE PHILIPPINES  
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



## BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

Telefax No. 8531-8318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2025-04-003

Date: April 09, 2025

## REQUEST FOR QUOTATION

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 Patient's Identification Cards CY 2025 (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 April 14, 2025, 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 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 **current** and **valid**:
  - a. **Mayor's / Business Permit** (Note: A recently **expired** Mayor's/Business permit together with the Official Receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be *accepted*. Section 24.1 of RA 9184 and its revised 2016 IRR.)

b. **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. **Original and Notarized Omnibus Sworn Statement**  
(For Corporation – Attached *Corporate Secretary Certificate*)  
(For Sole Proprietorship – Attached *Special Power of Attorney*)

e. **Sample/ Brochure** of the items to be offered.

**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.
- The sealed envelope must be submitted to the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before **April 14, 2025** or in case the deadline for each activity falls on a non-working day (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration, the deadline shall be the next working day. (Sec. 38.2 of RA 9184 and its 2016 revised IRR)

**MARKING / LABEL OF PRICE QUOTATION**

1. Sealed Price Quotation Envelope:

<b>Request for Quotation</b>	
<b>Supply and Delivery of Patient's Identification Cards CY 2025 (Lot)</b>	
	<b>Item/s bid:</b>
1.	_____
2.	_____
<b>Name of Company / Bidder:</b>	
<b>Tel. no.:</b>	
<b>Fax no.:</b>	

2. Documentary Requirements Folder:

<b>Request for Quotation</b> <b>Supply and Delivery of Patient's Identification Cards CY 2025 (Lot)</b>	
	<b>Item/s bid:</b> 1. _____ 2. _____
<b>Name of Company / Bidder:</b> <b>Tel. no.:</b> <b>Fax no.:</b>	

3. Mother Envelope:

<b>Request for Quotation</b> <b>Supply and Delivery of Patient's Identification Cards CY 2025 (Lot)</b>	
<b>Name of Company / Bidder:</b> <b>Tel. no.:</b> <b>Fax no.:</b>	
<b>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</b>	

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

**INSTRUCTION:**

1. Review each item in the list provided below.
2. **Check the "Yes" box** if you comply with the NCMH specification for that item. If you do not comply, **check the "No" box**.
3. In the "Offer/Remarks" section, **input the brand and any other specifications of your offered item**.
4. If the item is not applicable or not available, indicate "N/A" in the "Offer/Remarks" section.

Supply and Delivery of Patient's Identification Cards CY 2025 (Lot)					
Item No.	Item Description		Yes	No	REMARKS / OFFER/ BRAND
1	Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color Green				
	Material	Velium #100			
	Color	Green			
	Size	12.6 cm x 9.5 cm			
	Ink Color	Black or Black-Offset			
	Cover	Plastic Jacket			
	Design/ Layout	Please see attached “Annex A” for reference.			



2	<b>Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color Yellow</b>				
	<b>Material</b>	Velium #100			
	<b>Color</b>	Yellow			
	<b>Size</b>	12.6 cm x 9.5 cm			
	<b>Ink Color</b>	Black or Black-Offset			
	<b>Cover</b>	Plastic Jacket			
	<b>Design/ Layout</b>	Please see attached "Annex A" for reference.			
3	<b>Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color White</b>				
	<b>Material</b>	Velium #100			
	<b>Color</b>	White			
	<b>Size</b>	12.6 cm x 9.5 cm			
	<b>Ink Color</b>	Black or Black-Offset			
	<b>Cover</b>	Plastic Jacket			
	<b>Design/ Layout</b>	Please see attached "Annex A" for reference.			

**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 Patient's Identification Cards CY 2025 (Lot)		Qty / UOM	Approved Budget for the Contract	Supply and Delivery of Patient's Identification Cards CY 2025 (Lot)	Qty/ UOM	Total Offered Quotation
1	Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color Green, Velium #100, 12.6 cm x 9.5 cm, color black/ black-offset with plastic jacket	3,000/ sets	Unit Price: ₱ 17.22 Total Price: <b>₱ 51,660.00</b>			

2	<b>Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color Yellow,</b> Velium #100, 12.6 cm x 9.5 cm, color black/ black-offset with plastic jacket	5,000/ sets	Unit Price: ₱ 15.22 Total Price: <b>₱ 76,100.00</b>			
3	<b>Patient's Identification Card with scoring and folding and with insertion in plastic cover – Color White,</b> Velium #100, 12.6 cm x 9.5 cm, color black/ black-offset with plastic jacket	25,000/ sets	Unit Price: ₱ 9.97 Total Price: <b>₱ 249,250.00</b>			
<b>TOTAL AMOUNT:</b>			<b>Three Hundred Seventy-Seven Thousand Ten Pesos only</b>  <b>(₱377,010.00)</b>	<b>TOTAL AMOUNT:</b>		

Brand and model: \_\_\_\_\_

Delivery period: \_\_\_\_\_

Max of 30 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

# Annex A

1

Proposed layout for Patient's ID (White, Yellow and Green) with plastic Jacket


**INSTRUCTION TO PATIENTS**

—○—

Always bring this card when you come for consultation or treatment at the hospital.

—○—

Laging dalhin itong kard sa tuwing magpapatingin o magpapagamot sa hospital.



**NATIONAL CENTER FOR MENTAL HEALTH**  
Tel. No.: 8531-9001  
www.ncmh.gov.ph

**PATIENT'S CONSULTATION**  
HRN: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact No.:

\_\_\_\_\_  
Contact Person / Representative

2

Front Page

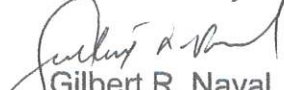
-NCMH logo (black and white)

SCHEDULE OF CHECK-UP		SCHEDULE OF CHECK-UP	
DATE	DATE	DATE	DATE

3

Back Page

Approved Layout by:

  
Gilbert R. Naval  
OIC, HIMS