



REPUBLIC OF THE PHILIPPINES
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



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E-mail: bac.equipment@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ No.: SVPE2025-05-002A
Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office for Strategy Management at Research and Development Building CY 2025 (LOT)

REQUEST FOR QUOTATION

May 21, 2025

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, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building 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 May 27, 2025, 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 8531-8318.

Respectfully yours,


RUSELLE SP. OLASO, MPA

Head, BAC Secretariat

Nueve de Febrero St., Brgy. Mauway, Mandaluyong City

Tel: (02) 8531-9001 loc. 239, 240, 242

Telefax: (02) 8531-8318

Email: bacncmh@yahoo.com

Website: www.ncmh.gov.ph

You may also visit the following websites:

- www.philgeps.gov.ph – for the PhilGEPS posting (access through your supplier/bidder account)
- <https://ncmh.gov.ph> – National Center for Mental Health Official Website

Thank you and we look forward to your participation.


JERRY C. RODRIGUEZ, MGM-ESP
Chairperson, NCMH-BAC for Equipment

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum period of fifteen (15) 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:
 - a. **Certified True Copy (CTC) of Mayor's / Business Permit** (Attached Official Receipt)
 - b. **Certified True Copy (CTC) of PhilGEPS Registration Number or PhilGEPS Certificate**
 - c. **Certified True Copy (CTC) of Latest Annual Income 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.
- **Bidder's are encourage for a site visit / ocular inspection before submission of quotation.**

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

| | |
|---|--|
| Request for Quotation | |
| Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 (LOT) | |
| Item/s bid: | |
| 1. | |
| 2. | |
| Name of Company / Bidder: | |

Tel. no.:
Fax no.:

2. Documentary Requirements Folder:

| |
|--|
| <p style="text-align: center;">Request for Quotation Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 (LOT) Item/s bid: 1. _____ 2. _____ Name of Company / Bidder: Tel. no.: Fax no.:</p> |
|--|

3. Mother Envelope:

| |
|---|
| <p style="text-align: center;">Request for Quotation Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 Name of Company / Bidder: Tel. no.: Fax no.:</p> <p style="text-align: center;">DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</p> |
|---|

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/specification 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 specification of your offered item**.
4. If the item is not applicable or not available, indicate "N/A" in the "Offer/Remarks" section.

| Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 (LOT) | | | |
|--|-----|----|-------------------------|
| TECHNICAL SPECIFICATIONS | YES | NO | REMARKS / OFFER / BRAND |
| 0.2 meter x 2.70 meter Fixed 12mm Thick Tempered Clear Glass, Complete with Necessary Accessories as per reference drawing | | | |
| 0.9 meter x 2.10 meter Double Swing 12mm Thick Tempered Clear Glass Door with Frosted Stickers | | | |

| | | | |
|--|--|--|--|
| as shown in the attached reference drawing with High Grade Stainless Steel spring or pivot hinges, High grade stainless D Type Pull Handles (Back to Back), Complete with Necessary Accessories as per reference drawing | | | |
| 0.90 meter x 0.60 meter Fixed 12mm Thick Tempered Glass, Complete with Necessary Accessories as per reference drawing | | | |
| 0.9 meter x 2.70 meter Fixed 12mm Thick Tempered Glass with Frosted Stickers as shown in the attached reference drawing, Complete with Necessary Accessories as per reference drawing | | | |
| 75mm x 2700mm x 12mm thick stiffener tempered glass for every jointing of panel Complete with all necessary accessories as per reference drawing | | | |
| Other Accessories and Materials to complete the required Length: 4.70 meter x Height: 2.70 meter Frameless Glass Partition with Swing Door as per reference drawing | | | |
| <i>(Please see attached Annex 1 for Terms of Reference)</i> | | | |

FINANCIAL OFFER:

Please quote your **lowest/best offer** for the item/s below. Please do not leave blank item/s, and indicate "N/A" if the item is Not Applicable/Available.

| SUMMARY OF APPROVED BUDGET | | | OFFERED QUOTATION | | |
|---|--------|----------------------------------|--|-----|-------------------------|
| Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 (LOT) | Qty | Approved Budget for the Contract | Supply, Delivery, Installation and Commissioning of Frameless Tempered Glass Partition with Double Swing Door for Office of Strategy Management at Research and Development Building CY 2025 (LOT) | Qty | Total Offered Quotation |
| 0.2 meter x 2.70 meter Fixed 12mm Thick Tempered Clear Glass, Complete with Necessary Accessories as per reference drawing | 1 set | | | | |
| 0.9 meter x 2.10 meter Double Swing 12mm Thick Tempered Clear Glass Door with Frosted Stickers as shown in the attached reference drawing with High Grade Stainless Steel spring or pivot hinges, High grade stainless D Type Pull Handles (Back to Back), Complete with Necessary Accessories as per reference drawing | 1 set | | | | |
| 0.90 meter x 0.60 meter Fixed 12mm Thick Tempered Glass, Complete with Necessary Accessories as per reference drawing | 5 sets | | | | |
| 0.9 meter x 2.70 meter Fixed 12mm Thick Tempered Glass with Frosted Stickers as shown in the attached reference drawing, Complete with | 4 sets | | | | |

| | | | | | |
|---|-------|--|--|---------------|--|
| Necessary Accessories as per reference drawing | | | | | |
| 75mm x 2700mm x 12mm thick stiffener tempered glass for every jointing of panel Complete with all necessary accessories as per reference drawing | 5 set | | | | |
| Other Accessories and Materials to complete the required Length: 4.70 meter x Height: 2.70 meter Frameless Glass Partition with Swing Door as per reference drawing | 1 lot | | | | |
| TOTAL: | | ONE HUNDRED THIRTY THOUSAND PESOS ONLY (PHP 130,000.00) | | TOTAL: | |

Brand and model: _____

Delivery period: _____

Warranty: _____

Price validity: _____

Payment terms: _____

Max of 15 Calendar Days

Min of 3 months (supplies)

Min of 1 year (equipment)

Min of 30 Calendar Days

Min of 30 Calendar Days

SUBMITTED AND CONFORMED BY:

PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

POSITION/DESIGNATION

CONTACT NUMBER/S

EMAIL ADDRESS



NATIONAL CENTER FOR MENTAL HEALTH

OFFICE FOR STRATEGY MANAGEMENT

TERMS OF REFERENCE

PROJECT : SUPPLY AND INSTALLATION OF FRAMELESS TEMPERED GLASS PARTITION WITH DOUBLE SWING DOOR FOR OSM (OFFICE FOR STRATEGY MANAGEMENT) AT RESEARCH AND DEVELOPMENT BUILDING

LOCATION : NCMH Compound, 9 de Pebrero, Mauway, Mandaluyong City

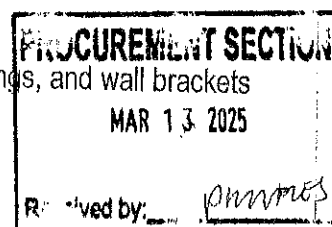
I. PROJECT OVERVIEW:

- The project entails the supply and installation of a frameless tempered glass partition with a double swing door to establish a well-defined workspace for the Office for Strategy Management's secretariat. Designed to maximize the use of a large vacant space for clerical work rather than leaving it idle, this initiative promotes the rational use of space. Constructed from 12mm thick tempered glass, the partition ensures durability and safety while delivering a sleek, seamless aesthetic. The double swing door will feature high-quality pivot hinges and a secure locking system, ensuring smooth operation and controlled access. Installation will involve a comprehensive process, including site assessment, precision cutting, fitting, sealing, and final polishing, to guarantee a flawless and sturdy structure. Beyond enhancing workspace functionality, this investment supports a healthier, more productive, and inspiring office environment. Moreover, the adoption of this state-of-the-art partition system reflects the organization's commitment to employee well-being, sustainability, and operational efficiency.
- **Project Location** : Second Floor of the Research and Development Building
- **Duration** : 15 Calendar Days

II. PROJECT REQUIREMENTS:

1. Materials and Specifications:

- Frameless Tempered Glass Partition
 - Glass Type: Clear tempered glass with a frosted sticker film applied according to the approved plan.
 - Thickness: 12mm (standard for office partitions, adjustable as needed)
 - Edge Finish: Polished for safety and aesthetics
 - Height: 2.70 meters & Width: 4.70 meters
 - Fixing System: Stainless steel U-channels, patch fittings, and wall brackets



- Silicone Sealing: Clear structural silicone for enhanced stability
- Double Swing Door Assembly
 - Glass Type: Matching 12mm thick tempered glass
 - Hinges: High Grade Stainless Heavy-duty floor spring or pivot hinges
 - Handles: High-Grade Stainless-Steel D-type pull handles
 - Locking Mechanism: Floor-mounted lock for security

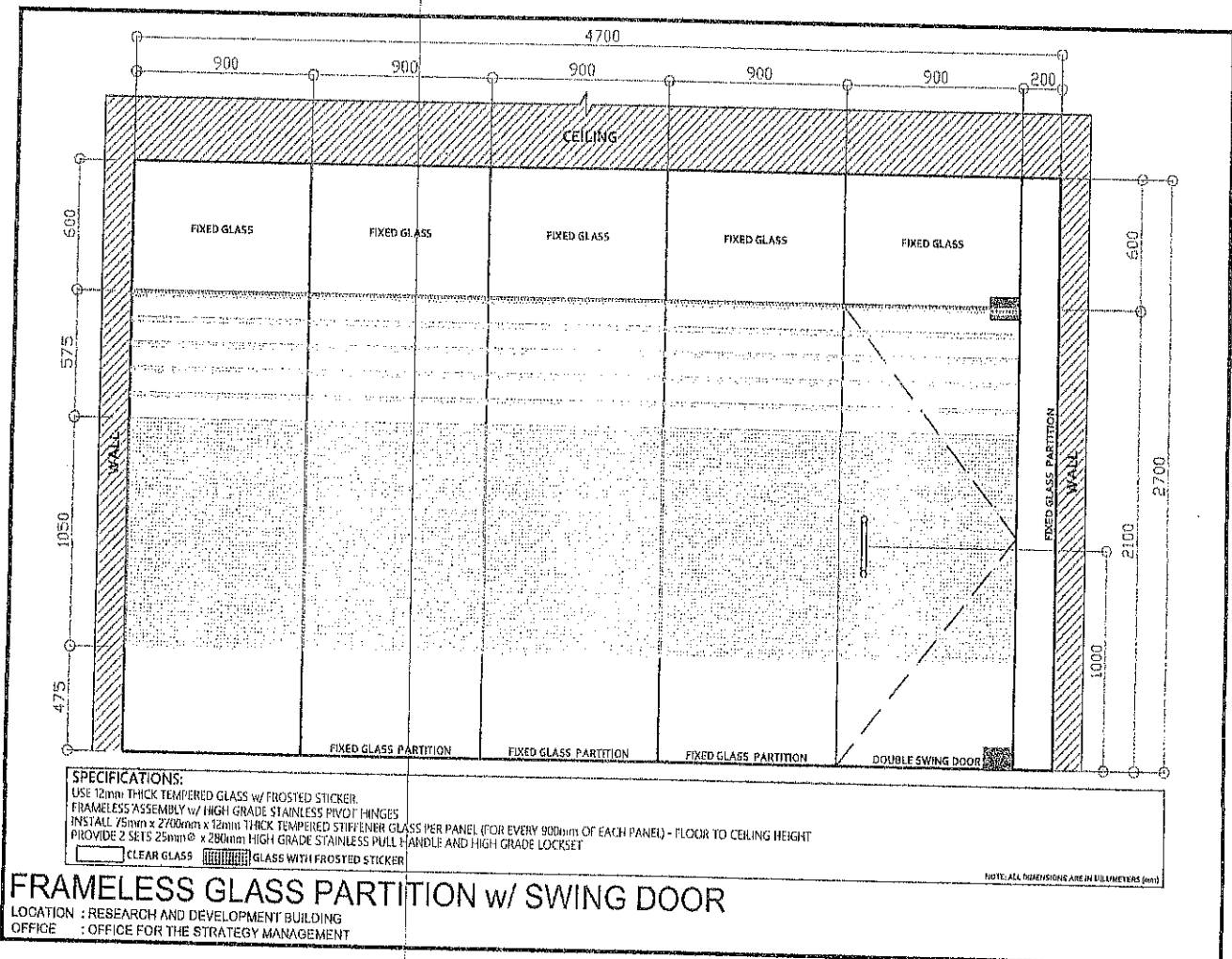
2. Installation Requirements:

- Site measurement and verification prior to fabrication.
- Proper alignment and leveling of glass panels.
- High-grade stainless-steel patch fittings and floor pivots.
- Structural silicone to enhance sealing and reinforcement.
- Final cleaning and polishing for a flawless finish.

3. Safety and Compliance:

- Use high-quality tempered glass to prevent shattering.
- Ensure compliance with building safety codes and accessibility standards.
- Implement proper handling and installation techniques to prevent damage.

REFERENCE DRAWING:

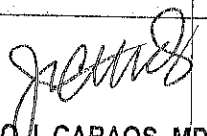
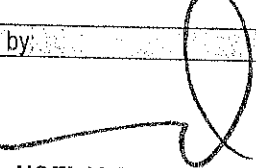


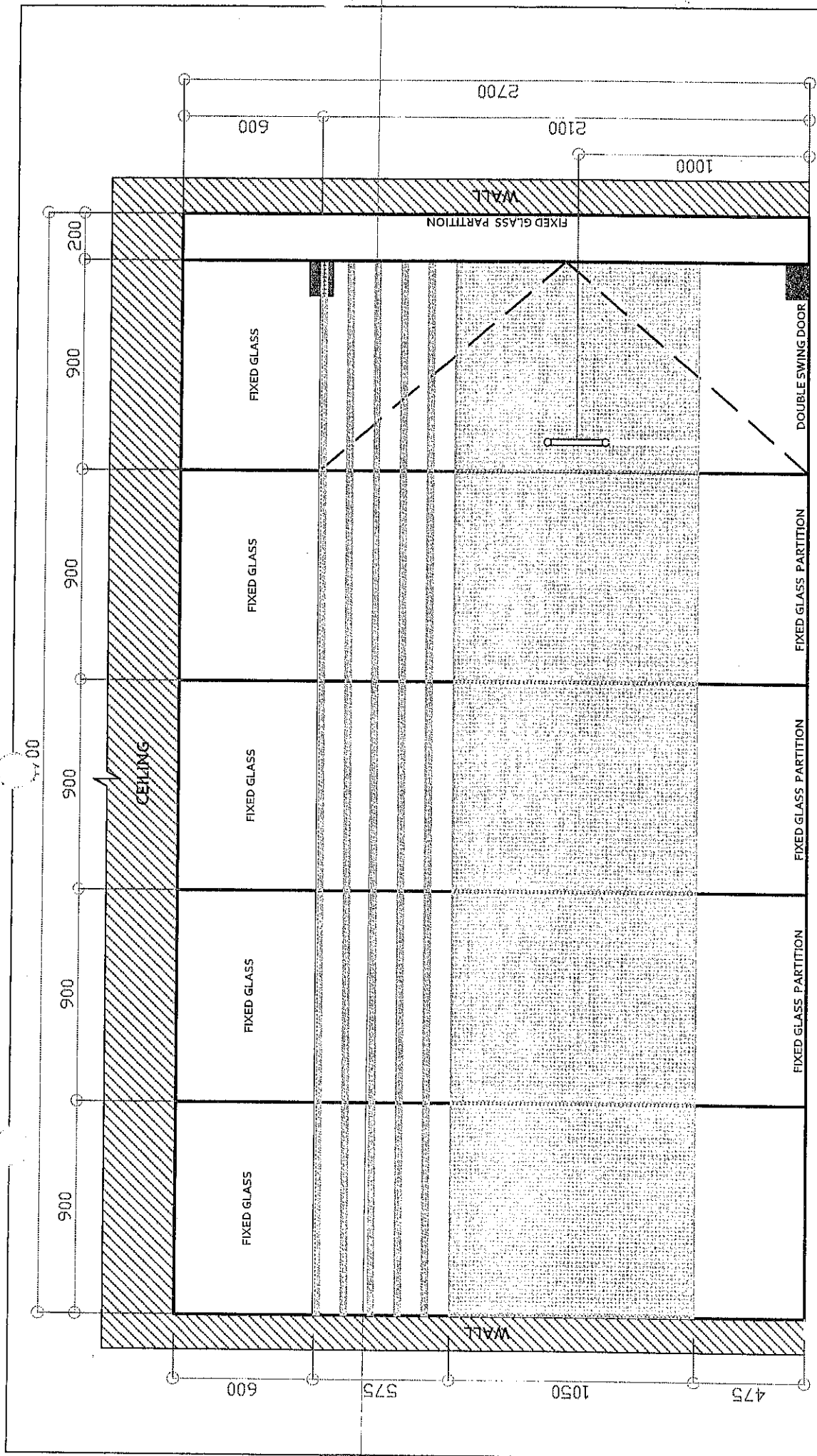
III. ADDITIONAL REQUIREMENTS:

1. **Maintain a Clean and Organized Worksite**
 - Keep the worksite free from debris and hazards throughout the installation process.
 - Properly dispose of waste materials in accordance with NCMH regulations.
 - Ensure all tools and equipment are stored safely when not in use.
2. **Deliver Work in a Timely and Professional Manner**
 - Adhere to the agreed-upon project timeline and milestones.
 - Communicate any potential delays or issues promptly with the end user.
 - Ensure all work is completed with professionalism and attention to detail.
3. **Adhere to Safety Protocols and Quality Standards**
 - Follow all industry best practices and safety guidelines.
 - Ensure workers are properly trained and equipped with necessary safety gear.
 - Conduct regular inspections to maintain high-quality workmanship.
4. **Ensure Compliance with Legal and Regulatory Requirements**
 - Obtain all necessary documents and approvals from NCMH Bids and Awards Committee before commencing work.
 - Adhere to NCMH regulations for the implementation of the project.
 - Maintain accurate records and documentation by the procuring entity.
5. **Provide a Warranty for Workmanship and Materials**
 - Guarantee the quality of labor and materials used in the project.
 - Address any defects or issues within the warranty period at no additional cost.
 - Clearly outline warranty terms, coverage, and duration.

Basis of Payment

All work performed and measured and as provided for in the Term of Reference shall be paid for the Unit Bid of Contract Unit Price which payment shall constitute full compensation including labor, materials, tools and incidentals necessary to complete this item.

| | |
|---|--|
| Prepared by: | Approved by: |
|  |  |
| ATTY. RICO J. CARAOS, MD, FPPA | NOEL V. REYES, MD, FPPA, MMHoA |
| Medical Specialist IV, Chief, Office for the Strategy Management | Medical Center Chief II |



NOTE: ALL DIMENSIONS ARE IN MILLIMETERS (mm)

SPECIFICATIONS:

USE 12mm THICK TEMPERED GLASS w/ FROSTED STICKER.
 FRAMELESS ASSEMBLY w/ HIGH GRADE STAINLESS PIVOT HINGES
 INSTALL 75mm x 2700mm x 12mm THICK TEMPERED STIFFENER GLASS PER PANEL (FOR EVERY 900mm OF EACH PANEL) - FLOOR TO CEILING HEIGHT
 PROVIDE 2 SETS 25mmØ x 280mm HIGH GRADE STAINLESS PULL HANDLE AND HIGH GRADE LOCKSET

CLEAR GLASS
 GLASS WITH FROSTED STICKER

FRAMELESS GLASS PARTITION w/ SWING DOOR

LOCATION : RESEARCH AND DEVELOPMENT BUILDING
 OFFICE : OFFICE FOR THE STRATEGY MANAGEMENT