



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

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



SOLICITATION NO: CS-SVP-2025-05-004
Procurement of Monthly Preventive Maintenance for Private Automatic Branch Exchange (PABX) System CY 2025

REQUEST FOR QUOTATION

Date of Issue: May 22, 2025

Dear Sir/Madam,

Please quote your lowest price on the attached items, subject to the General Conditions, and indicate the shortest delivery time. Submit your sealed quotation using this form, duly signed by your authorized representative, together with the required documentary requirements, not later than **May 26, 2025 (Monday), at 4:00 PM.**

Kindly address your submission directly to the BAC Secretariat Office. For inquiries, you may contact us at (02) 8531-9001 local 239 or (02) 8531-8318.

For further information, please contact:


RUSSELLE 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, BAC for Contract Services and Consultancy Services

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum period of Seven (7) calendar days (see attached Terms of Reference (TOR) for references) upon receipt of approved Notice to Proceed (NTP).
3. Price validity and payment terms shall be for a minimum period of thirty (30) calendar days.
4. Documentary requirements current and valid:
 - a. **PhilGEPS Registration Number or PhilGEPS Certificate**
 - b. **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.)
 - 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) and
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 bidding's 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.
- The sealed envelope must be submitted in the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before the deadline.
- 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.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

<p style="text-align: center;">Request for Quotation</p> <p style="text-align: center;">Procurement of Monthly Preventive Maintenance for Private Automatic Branch Exchange (PABX) System CY 2025 (covering the period from June 1 to December 31, 2025)</p> <p style="text-align: center;">Item/s bidded:</p> <p>1. _____</p> <p>2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>
--

2. Documentary Requirements Folder:

<p style="text-align: center;">Request for Quotation</p> <p style="text-align: center;">Procurement of Monthly Preventive Maintenance for Private Automatic Branch Exchange (PABX) System CY 2025 (covering the period from June 1 to December 31, 2025)</p> <p style="text-align: center;">Item/s bidded:</p> <p>1. _____</p> <p>2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>
--

Mother Envelope:

<p style="text-align: center;">Request for Quotation</p> <p style="text-align: center;">Procurement of Monthly Preventive Maintenance for Private Automatic Branch Exchange (PABX) System CY 2025 (covering the period from June 1 to December 31, 2025)</p> <p style="text-align: center;">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>

**Procurement of Monthly Preventive Maintenance for Private Automatic
Branch Exchange (PABX) System CY 2025
(covering the period from June 1 to December 31, 2025)**

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
1	Lot	Monthly Preventive Maintenance for Private Automatic Branch Exchange (PABX) System CY 2025 (covering the period from June 1 to December 31, 2025) <i>(Please refer to the attached Terms of Reference/Scope of Works)</i>		UNIT PRICE: Php22,083.33 X 7mos. TOTAL PRICE: Php154,583.31	UNIT PRICE TOTAL PRICE: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 5px;"></div>
GRAND TOTAL PRICE:				PHP154,583.31	

Brand and model: _____

Delivery period: _____ Max of 7 working 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:

COMPANY NAME

COMPANY ADDRESS

PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

DESIGNATION

CONTACT NUMBER/S

Annex "A": TERMS OF REFERENCE



REPUBLIC OF THE PHILIPPINES
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



TERM OF REFERENCE

PREVENTIVE MAINTENANCE FOR PRIVATE AUTOMATIC BRANCH EXCHANGE (PABX) SYSTEM

I. RATIONALE

Telecommunications plays a vital role for basic day-to-day operation of the hospital especially between our service users, employees, suppliers, clients, and other stakeholders. For successful customer service, various communications methods should be well maintained. Hence, preventive maintenance for fiscal year 2025 for our existing PABX System is highly recommend to ensure uninterrupted telephone operation of the entire center.

II. SCOPE OF WORK

- Monthly Preventive Maintenance
- Check and Diagnosed System for faulty parts (Physical Inspection)
- Back-up System Configuration
- Modification/Adjustment in System Programming
- Check for Program Conflict and Parameter
- Check Trunk card and extension
- PABX New Firmware Version Upgrading (if necessary)
- Inspect Terminal Block
- Random Test Call
- Battery Testing
- Cleaning of PABX
- Priority service support as soon as technical problem arises

III. SERVICE PROVIDER SHALL PROVIDE THE FOLLOWING:

- a. The winning service provider should coordinate with the Facilities and Equipment Section before and after the preventive maintenance for proper accountability of the contract.
- b. A bidder should have current training certificates for technicians/engineers who will perform the services to ensure that the scope of work for the contract will be carried out safely.
- c. The Technical Team shall be mobilized around five (5) working days from the date of P.O.
- d. Project completion should be within 1-2 days
- e. The winning service provider must submit four (4) copies of complete Service Report for the services done.

f. The winning service provider must submit four (4) copies of Preventive Maintenance Report that includes qualitative and quantitative data compliant with ISO 9001 documentation.

g. Terms of payment: 15-30 days from the day of completion.

Prepared by:



ISIDRO D. PINEDA

Head, Telecommunications Unit

Recommending Approval:



MR. JERRY C. RODRIGUEZ, MGM-ESP

Chief, Administrative Officer - HOPSS

Approved by:



NOEL V. REYES, MD, FPPA, MMHIA

Medical Center Chief II

'True Health without Mental Health'

9 De Pebrero St., Brgy. Mauway, Mandaluyong City

Trunkline: 8531-9001 Website: www.ncmh.gov.ph

