



REPUBLIC OF THE PHILIPPINES  
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



## BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

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E-mail: [bac@ncmh.gov.ph](mailto:bac@ncmh.gov.ph)

Website: [www.ncmh.gov.ph](http://www.ncmh.gov.ph)

RFQ NO.: SVP2025-06-001

Date: June 5, 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 Books CY 2025 (Line Items)** through **Section 34.0 Small Value Procurement** of approved Implementing Rules and Regulations under Republic Act No. 12009.

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 June 11, 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

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

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

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Email: [bacncmh@yahoo.com](mailto:bacncmh@yahoo.com)

Website: [www.ncmh.gov.ph](http://www.ncmh.gov.ph)

You may also visit the following websites:

- [www.philgeps.gov.ph](http://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 Goods

**General Conditions:**

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum of Sixty (60) calendar days 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. **Mayor's / Business Permit**
  - 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. **Brochure or Picture with complete specification 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:**

- This procurement will be conducted in accordance with the implementing Rules and Regulation (IRR) of Republic Act No. 12009 (***R.A. 12009***), ***otherwise known as the New Government Procurement Act.***
- 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 June 11, 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. 67.3 of RA 12009.***)

7. The National Center for Mental Health complies with the implementation of the green procurement program under Memorandum Order No. 2025-0077, in connection with the Green Procurement Strategy. (*Section 73 of the approved IRR of RA 12009*) therefore, prospective suppliers are encouraged to use sustainable alternatives in the packaging of their products, whenever applicable.

## MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

<b>Request for Quotation</b> <b>Supply and Delivery of Books CY 2025</b> <b>(Line items)</b>	
	<b>Item/s bid:</b> 1. _____ 2. _____
<b>Name of Company / Bidder:</b> <b>Tel. no.:</b> <b>Fax no.:</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 Books CY 2025 (Line items)				
Item No.	Item Description	Yes	No	REMARKS / OFFER/ BRAND
1	"The PCP Textbook of INTERNAL MEDICINE (Vol. II) by Mejia Agnes D., et. Al. Year Published: 2024 ISBN: 978-1265979317			
	Author/s: Mejia Agnes D., et. Al.			
	Year Published: 2024			
	ISBN: 978-1265979317			
2	Oxford textbook of Geriatric Medicine by Michel, Jean-Pierre, et. al. Year Published: 2017 ISBN: 978-0-19253-688-4			
	Author/s: Michel, Jean-Pierre, et. al.			
	Year Published: 2017			

	ISBN:	978-0-19253-688-4			
3	<b>Geriatric Psychiatry A case-Based Textbook</b> <b>by Hategan, Ana, et. al.</b> <b>Year Published: 2018</b> <b>ISBN: 978-3-319-67554-1</b>				
	Author/s:	Hategan, Ana, et. al.			
	Year Published	2018			
	ISBN:	978-3-319-67554-1			
4	<b>"Tietz Textbook of Clinical Chemistry and Molecular Diagnostics</b> <b>by Rifai, Nader, et. al.</b> <b>Year Published: 2022</b> <b>ISBN: 978-0323775724</b>				
	Author/s:	Rifai, Nader, et. al			
	Year Published	2022			
	ISBN:	978-0323775724			
5	<b>"Basic QC Practices: Training in Statistical Quality Control for</b> <b>Medical Laboratories, 4th edition</b> <b>by Westgard, J.</b> <b>Year Published: 2016</b> <b>ISBN: 9781886958302"</b>				
	Author/s:	Westgard, J			
	Year Published	2016			
	ISBN:	9781886958302			
6	<b>"Advance QC Strategies</b> <b>by Westgard, J.</b> <b>Year Published: 2022</b> <b>ISBN: 9781886958364"</b>				
	Author/s:	Westgard, J			
	Year Published	2022			
	ISBN:	9781886958364			
7	<b>Clinical Skills for Pharmacists</b> <b>by Tietze, Karen J.</b> <b>Year Published: 2011</b> <b>ISBN: 9780323077385</b>				
	Author/s:	Tietze, Karen J.			
	Year Published	2011			
	ISBN:	9780323077385			
8	<b>"Pharmacists Talking with Patients</b> <b>by Rantucci, Melanie J.</b> <b>Year Published: 2006</b> <b>ISBN: 781763304"</b>				
	Author/s:	Rantucci, Melanie J.			

	Year Published	2006			
	ISBN:	781763304			
9	<b>"The Sanford Guide To Antimicrobial Therapy (Pocket Edition)</b> <b>by: Gilbert, David, et. al.</b> <b>Year Published: 2025</b> <b>ISBN: 1944272267"</b>				
	Author/s:	Gilbert, David, et. al			
	Year Published	2025			
	ISBN:	1944272267			
10	<b>"Pharmacy Practice Research</b> <b>by Aparasu, Rajender</b> <b>Year Published: 2022</b> <b>ISBN: 978-1-260-47425-1"</b>				
	Author/s:	Aparasu, Rajender			
	Year Published	2022			
	ISBN:	978-1-260-47425-1			
11	<b>"Pharmacy Management Essentials For All Practice Settings</b> <b>by Zgarrick, David, et. al.</b> <b>Year Published: 2020</b> <b>ISBN: 9781260456387"</b>				
	Author/s:	Zgarrick, David, et. al			
	Year Published	2020			
	ISBN:	9781260456387			
12	<b>"Modern Dispensing and Hospital Pharmacy</b> <b>by Gupta, GD</b> <b>Year Published: 2018</b> <b>ISBN: 9788188449941"</b>				
	Author/s:	Gupta, GD			
	Year Published	2018			
	ISBN:	9788188449941			
13	<b>"Crouch and Alers Occupational Therapy In Psych and Mental health</b> <b>by Crouch, Rosemary, et. al.</b> <b>Year Published: 2024</b> <b>ISBN: 978-1-119-88401-9"</b>				
	Author/s:	Crouch, Rosemary, et. al.			
	Year Published	2024			
	ISBN:	978-1-119-88401-9			
14	<b>"Creek's Occupational Therapy and Mental health</b> <b>by Bryant, Wendy, et. al.</b> <b>Year Published: 2022</b> <b>ISBN: 9780702077456"</b>				
	Author/s:	Bryant, Wendy, et. al			
	Year Published	2022			
	ISBN:	9780702077456			
15	<b>"Mental Health Concepts and Techniques in Occupational Therapy</b>				

	by Mayer, Cynthia Year Published: 2024 ISBN: 9781975221560"				
	Author/s:	Mayer, Cynthia			
	Year Published	2024			
	ISBN:	9781975221560			
16	"Mental Health Concepts and Techniques for the Occupational Therapy Assistant by Early, Mary Beth Year Published: 2016 ISBN: 978-1496309624				
	Author/s:	Early, Mary Beth			
	Year Published	2016			
	ISBN:	978-1496309624			
17	"The OTA's Guide to Documentation Writing SOAP Notes by Morreale, Marie J. Year Published: 2022 ISBN: 9781638220367 "				
	Author/s:	Morreale, Marie J			
	Year Published	2022			
	ISBN:	9781638220367			
18	"Principles and Practice of Psychiatric Rehabilitation: Promoting Recovery and Self-Determination - PRINT - Hard cover by Corrigan, Patrick W., et. al. Year Published: 2024 ISBN: 9781462553716 "				
	Author/s:	Corrigan, Patrick W., et. al.			
	Year Published	2024			
	ISBN:	9781462553716			
19	"Handbook of Psychosocial Rehabilitation by King, Robert, et. al. Year Published: 2007 ISBN: 9781405133081 "				
	Author/s:	King, Robert, et. al			
	Year Published	2007			
	ISBN:	9781405133081			
20	"Social Skills Training for Schizophrenia A Step-by-Step Guide by Bellack, Alan S., et. al. Year Published: 2024 ISBN: 9781462555048				
	Author/s:	Bellack, Alan S., et. al.			
	Year Published	2024			
	ISBN:	9781462555048			
21	"Psychiatry, 5th edition by Tasman, et. al. Year Published: 2024 ISBN: 9783030513658"				

	Author/s:	Tasman, et. al.			
	Year Published	2024			
	ISBN:	9783030513658			
22	<b>"The Psychiatric Interview in Clinical Practice</b> <b>by Mackinnon, Roger A., et. al.</b> <b>Year Published: 2015</b> <b>ISBN: 978-1615370344</b>				
	Author/s:	Mackinnon, Roger A., et. al			
	Year Published	2015			
	ISBN:	978-1615370344			
23	<b>"Psychiatric Interviewing: The Art of Understanding, 3rd Edition</b> <b>by Shea, Shawn Christopher</b> <b>Year Published: 2016</b> <b>ISBN: 978-1437716986</b>				
	Author/s:	Shea, Shawn Christopher			
	Year Published	2016			
	ISBN:	978-1437716986			
24	<b>"Stahl's Essential Psychopharmacology: Neuroscientific Basis and Practical Applications</b> <b>by Stahl, Stephen M.</b> <b>Year Published: 2021</b> <b>ISBN: 978-1108838573</b>				
	Author/s:	Stahl, Stephen M			
	Year Published	2021			
	ISBN:	978-1108838573			
25	<b>"The Theory and Practice of Group Psychotherapy</b> <b>by Yalom, Irvin D., et. al.</b> <b>Year Published: 2020</b> <b>ISBN: 978-1541617575</b>				
	Author/s:	Yalom, Irvin D., et. al.			
	Year Published	2020			
	ISBN:	978-1541617575			
26	<b>"Dulcan's Textbook of Child and Adolescent Psychiatry</b> <b>by Dulcan, Mina K., et. al.</b> <b>Year Published: 2021</b> <b>ISBN: 978-1615373277</b>				
	Author/s:	Dulcan, Mina K., et. al.			
	Year Published	2021			
	ISBN:	978-1615373277			
27	<b>"Spirituality and Psychiatry</b> <b>Edited</b> <b>by Cook, Christopher C.H.</b> <b>Year Published: 2023</b> <b>ISBN: 978-1911623304 "</b>				

	Author/s:	Cook, Christopher C.H.			
	Year Published	2023			
	ISBN:	978-1911623304			
28	<b>"Mentoring In Health Professions Education: Evidence-Informed Strategies Across the Continuum (IAMSE Manuals)</b> <b>Edited by Fornari, Alice</b> <b>Year Published: 2021</b> <b>ISBN: 978-3-030-86934-2 "</b>				
	Author/s:	Fornari, Alice			
	Year Published	2021			
	ISBN:	978-3-030-86934-2			
29	<b>"Life-Span Development</b> <b>by Santrock, John</b> <b>Year Published: 2023</b> <b>ISBN: 9781266347344 "</b>				
	Author/s:	Santrock, John			
	Year Published	2023			
	ISBN:	9781266347344			
30	<b>"Comparing Theories of Child Development, 6th Edition</b> <b>by Thoman, Murray R.</b> <b>Year Published: 2004</b> <b>ISBN: 978-0534607173"</b>				
	Author/s:	Thoman, Murray R.			
	Year Published	2004			
	ISBN:	978-0534607173			
31	<b>"Lewis's Child and Adolescent Psychiatry: A Comprehensive Textbook</b> <b>by Martin, Andres, et. al.</b> <b>Year Published: 2017</b> <b>ISBN: 978-0781762144"</b>				
	Author/s:	Martin, Andres, et. al.			
	Year Published	2017			
	ISBN:	978-0781762144			
32	<b>"Focusing-Oriented Art Therapy: Accessing the Body's Wisdom and Creative Intelligence</b> <b>by Rappaport</b> <b>Year Published: 2008</b> <b>ISBN: 9781843107606"</b>				
	Author/s:	Rappaport			
	Year Published	2008			



	ISBN:	9781843107606			
33	<b>"Mindfulness and the Arts Therapies: Theory and Practice by Rappaport, Laury Year Published: 2013 ISBN: 978-1849059091</b>				
	Author/s:	Rappaport, Laury			
	Year Published	2013			
	ISBN:	978-1849059091			
34	<b>"Art Therapy Sourcebook by Malchiodi, Cathy A. Year Published: 2006 ISBN: 978-0071468275</b>				
	Author/s:	Malchiodi, Cathy A.			
	Year Published	2006			
	ISBN:	978-0071468275			
35	<b>"Focusing by Gendlin, Eugene T. Year Published: 1982 ISBN: 978-0553278330</b>				
	Author/s:	Gendlin, Eugene T.			
	Year Published	1982			
	ISBN:	978-0553278330			
36	<b>"Handbook of Expressive Arts Therapy by Malchiodi, Cathy A. Year Published: 2022 ISBN: 978-1462550524</b>				
	Author/s:	Malchiodi, Cathy A.			
	Year Published	2022			
	ISBN:	978-1462550524			
37	<b>"Kaplan and Sadock's Comprehensive Textbook of Psychiatry 11th edition by Boland Year Published: 2024 ISBN: 9781975175733</b>				
	Author/s:	Boland			
	Year Published	2024			
	ISBN:	9781975175733			

**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 Books CY 2025 (Line items)	Qty / UOM	Approved Budget for the Contract	Supply and Delivery of Books CY 2025 (Line items)	Qty/ UOM	Total Offered Quotation
1 The PCP Textbook of INTERNAL MEDICINE (Vol. II) by Mejia Agnes D., et. Al. Year Published: 2024 ISBN: 978-1265979317	1 / pc	12,500.00			
2 Oxford textbook of Geriatric Medicine by Michel, Jean-Pierre, et. al. Year Published: 2017 ISBN: 978-0-19253-688-4	1 / pc	60,000.00			
3 Geriatric Psychiatry A case-Based Textbook by Hategan, Ana, et. al. Year Published: 2018 ISBN: 978-3-319-67554-1	1 / pc	18,834.00			
4 Tietz Textbook of Clinical Chemistry and Molecular Diagnostics by Rifai, Nader, et. al. Year Published: 2022 ISBN: 978-0323775724	1 / pc	17,462.67			
5 Basic QC Practices: Training in Statistical Quality Control for Medical Laboratories, 4th edition by Westgard, J. Year Published: 2016 ISBN: 9781886958302	1 / pc	15,000.00			
6 Advance QC Strategies by Westgard, J. Year Published: 2022 ISBN: 9781886958364	1 / pc	15,000.00			
7 Clinical Skills for Pharmacists by Tietze, Karen J. Year Published: 2011 ISBN: 9780323077385	1/ pc	8,844.00			
8 Pharmacists Talking with Patients by Rantucci, Melanie J. Year Published: 2006 ISBN: 781763304	1 / pc	9,300.00			
9 The Sanford Guide To Antimicrobial Therapy (Pocket Edition) by: Gilbert, David, et. al. Year Published: 2025 ISBN: 1944272267	1 / pc	8,089.00			
10 Pharmacy Practice Research by Aparasu, Rajender Year Published: 2022 ISBN: 978-1-260-47425-1	1/ pc	9,065.00			

11	Pharmacy Management Essentials For All Practice Settings by Zgarrick, David, et. al. Year Published: 2020 ISBN: 9781260456387	1 / pc	8,659.00			
12	Modern Dispensing and Hospital Pharmacy by Gupta, GD Year Published: 2018 ISBN: 9788188449941	1 / pc	10,064.00			
13	Crouch and Alers Occupational Therapy In Psych and Mental health by Crouch, Rosemary, et. al. Year Published: 2024 ISBN: 978-1-119-88401-9	1 / pc	6,139.00			
14	Creek's Occupational Therapy and Mental health by Bryant, Wendy, et. al. Year Published: 2022 ISBN: 9780702077456	1 / pc	8,500.00			
15	Mental Health Concepts and Techniques in Occupational Therapy by Mayer, Cynthia Year Published: 2024 ISBN: 9781975221560	1 / pc	10,492.67			
16	Mental Health Concepts and Techniques for the Occupational Therapy Assistant by Early, Mary Beth Year Published: 2016 ISBN: 978-1496309624	1 / pc	11,000.00			
17	The OTA's Guide to Documentation Writing SOAP Notes by Morreale, Marie J. Year Published: 2022 ISBN: 9781638220367	1 / pc	8,159.33			
18	Principles and Practice of Psychiatric Rehabilitation: Promoting Recovery and Self-Determination - PRINT - Hard cover by Corrigan, Patrick W., et. al. Year Published: 2024 ISBN: 9781462553716	1 / pc	9,529.00			
19	Handbook of Psychosocial Rehabilitation by King, Robert, et. al. Year Published: 2007 ISBN: 9781405133081	1 / pc	11,500.00			
20	Social Skills Training for Schizophrenia A Step-by-Step Guide by Bellack, Alan S., et. al. Year Published: 2024 ISBN: 9781462555048	1 / pc	10,079.00			
21	Psychiatry, 5th edition by Tasman, et. al. Year Published: 2024 ISBN: 9783030513658	1 / pc	75,000.00			
22	The Psychiatric Interview in Clinical Practice by Mackinnon, Roger A., et. al. Year Published: 2015 ISBN: 978-1615370344	1 / pc	10,300.00			

23	Psychiatric Interviewing: The Art of Understanding, 3rd Edition by Shea, Shawn Christopher Year Published: 2016 ISBN: 978-1437716986	1 / pc	11,900.00			
24	Stahl's Essential Psychopharmacology: Neuroscientific Basis and Practical Applications by Stahl, Stephen M. Year Published: 2021 ISBN: 978-1108838573	1 / pc	18,829.33			
25	The Theory and Practice of Group Psychotherapy by Yalom, Irvin D., et. al. Year Published: 2020 ISBN: 978-1541617575	1 / pc	11,900.00			
26	Dulcan's Textbook of Child and Adolescent Psychiatry by Dulcan, Mina K., et. al. Year Published: 2021 ISBN: 978-1615373277	1 / pc	32,594.00			
27	Spirituality and Psychiatry Edited by Cook, Christopher C.H. Year Published: 2023 ISBN: 978-1911623304	1 / pc	5,529.00			
28	Mentoring In Health Professions Education: Evidence-Informed Strategies Across the Continuum (IAMSE Manuals) Edited by Fornari, Alice Year Published: 2021 ISBN: 978-3-030-86934-2	1 / pc	11,019.00			
29	Life-Span Development by Santrock, John Year Published: 2023 ISBN: 9781266347344	1 / pc	15,654.00			
30	Comparing Theories of Child Development, 6th Edition by Thoman, Murray R. Year Published: 2004 ISBN: 978-0534607173	1 / pc	23,400.00			
31	Lewis's Child and Adolescent Psychiatry: A Comprehensive Textbook by Martin, Andres, et. al. Year Published: 2017 ISBN: 978-0781762144	1 / pc	41,700.00			
32	Focusing-Oriented Art Therapy: Accessing the Body's Wisdom and Creative Intelligence by Rappaport Year Published: 2008 ISBN: 9781843107606	1 / pc	6,000.00			
33	Mindfulness and the Arts Therapies: Theory and Practice by Rappaport, Laury Year Published: 2013 ISBN: 978-1849059091	1 / pc	6,000.00			
34	Art Therapy Sourcebook by Malchiodi, Cathy A. Year Published: 2006 ISBN: 978-0071468275	1 / pc	4,900.00			

<b>35</b>	Focusing by Gendlin, Eugene T. Year Published: 1982 ISBN: 978-0553278330	1 / pc	3,800.00			
<b>36</b>	Handbook of Expressive Arts Therapy by Malchiodi, Cathy A. Year Published: 2022 ISBN: 978-1462550524	1 / pc	7,100.00			
<b>37</b>	Kaplan and Sadock's Comprehensive Textbook of Psychiatry 11th edition by Boland Year Published: 2024 ISBN: 9781975175733	1 / pc	58,200.00			
<b>TOTAL AMOUNT:</b>			<b>Six hundred twelve thousand forty-two pesos. (<u>₱612,042.00</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