



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.: SVP2025-06-005

Date: June 28, 2025

## REQUEST FOR QUOTATION

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

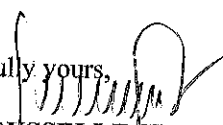
TIN: \_\_\_\_\_

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 July 3, 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 S. 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](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 July 3, 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	"Basic QC Practices: Training in Statistical Quality Control for - Medical Laboratories, 4th edition by Westgard, J. - Year Published: 2016 - ISBN: 9781886958302"				
	Author/s:	Westgard, J			

	Year Published	2016			
	ISBN:	9781886958302			
3	<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			
4	<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			
5	<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			
6	<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			

### **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	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			
3	Advance QC Strategies by Westgard, J. Year Published: 2022 ISBN: 9781886958364	1 / pc	15,000.00			
4	The Sanford Guide To Antimicrobial Therapy (Pocket Edition) by: Gilbert, David, et. al. Year Published: 2025 ISBN: 1944272267	1 / pc	8,089.00			
5	Pharmacy Management Essentials For All Practice Settings by Zgarrick, David, et. al. Year Published: 2020 ISBN: 9781260456387	1 / pc	8,659.00			
6	Modern Dispensing and Hospital Pharmacy by Gupta, GD Year Published: 2018 ISBN: 9788188449941	1 / pc	10,064.00			
<b>TOTAL AMOUNT:</b>			<b>Sixty-Nine Thousand Three Hundred Twelve Pesos only  (P69,312.00)</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