



REPUBLIC OF THE PHILIPPINES  
Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**



**BIDS AND AWARDS COMMITTEE**

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RFQ NO.: EC2025-07-001

Date: July 3, 2025

**REQUEST FOR QUOTATION**  
**(Negotiated Procurement – Emergency Cases)**

Name of Company: \_\_\_\_\_

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

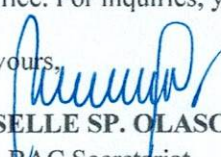
The National Center for Mental Health (NCMH), through its Bids and Awards Committee (BAC) for Goods intends to perform Negotiated Procurement – Emergency Cases in the procurement of goods for the **Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025**. The details of this Emergency Cases are indicated in the table below:

Name of Project	<b>Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025</b>
Description/Specifications	Circuit Breaker 150 Amp 3 Pole, Single Phase
Approved Budget for the Contract (ABC)	<b>₱ 53,700.00</b>

The abovementioned project via Negotiated Procurement – Emergency Cases will be undertaken in accordance with Section 35.2 of the Implementing Rules and Regulations of the Republic Act No. 12009 or the New Government Procurement Act.

In this regard, the proprietary source/exclusive provider is invited to submit a signed quotation using this form, subject to the General Conditions, and stating the shortest time of delivery. Submit your **sealed quotation** duly signed by your authorized representative together with the documentary requirements not later than **July 4, 2025 4:00 P.M.** Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239/1823 or 8531-8318.

Respectfully yours,

  
**RUSSELLE SP. OLASO, MPA**

Head, BAC Secretariat

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

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

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 Seven (7) 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. **Original and 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:**

- 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 4, 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. Documentary Requirements and Sealed Price Quotation Envelope:



<b>Request for Quotation</b> <u><b>Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025</b></u>	
Item/s bid:	
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.

<u>Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025</u>				
ITEM DESCRIPTION		YES	NO	REMARKS / OFFER / BRAND
1	Circuit Breaker 150 Amp 3 Pole, Single Phase			

**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		
<u><b>Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025</b></u>				<u><b>Supply and Delivery of Two (2) Units Circuit Breaker 150 Amp 3 Pole Single Phase for Pavilion 2 Integrated Management Information System Section (IMISS) CY 2025</b></u>		
ITEM DESCRIPTION	Qty / UOM	Approved Budget for the Contract		ITEM DESCRIPTION	Qty / UOM	Unit Price / Total Price
1	Circuit Breaker 150 Amp 3 Pole, Single Phase	2/ piece	Unit Price: ₱ 26,850.00  Total Price: <b>₱ 53,700.00</b>			
<b>TOTAL AMOUNT:</b>			<b>Fifty-Three Thousand Seven Hundred Pesos Only</b>  <b>(₱53,700.00)</b>	<b>TOTAL AMOUNT:</b>		

Brand and model:

Delivery period:

Warranty:

Price validity:

Payment terms:

Max of 7 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