



BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

Telefax No. 8531-8318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2024-08-002

Date: August 31, 2024

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 Fire Extinguisher (Brand New and Refill) – LOT CY 2024** 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 September 5, 2024, 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

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 Deliver (NTD).
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** (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.)

- b. **PhilGEPS Registration Number or 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. **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.
- The sealed envelope must be submitted to the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before September 5, 2024, 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. 38.2 of RA 9184 and its 2016 revised IRR)
- **SAMPLE / BROCHURE** must be provided within five (5) calendar days upon request of the End-User.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

Request for Quotation	
<u>Supply and Delivery of Fire Extinguisher (Brand New and Refill) – LOT CY 2024</u>	
Item/s bid:	
1.	_____
2.	_____
Name of Company / Bidder:	
Tel. no.:	
Fax no.:	

2. Documentary Requirements Folder:

<p>Request for Quotation <u>Supply and Delivery of Fire Extinguisher (Brand New and Refill) - LOT CY 2024</u></p>	
	<p>Item/s bid:</p> <p>1. _____</p> <p>2. _____</p>
<p>Name of Company / Bidder: Tel. no.: Fax no.:</p>	

3. Mother Envelope:

<p>Request for Quotation <u>Supply and Delivery of Fire Extinguisher (Brand New and Refill) – LOT CY 2024</u></p>	
<p>Name of Company / Bidder: Tel. no.: Fax no.:</p>	
<p>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 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 Fire Extinguisher (Brand New and Refill) – LOT CY 2024				
ITEM DESCRIPTION		YES	NO	REMARKS / OFFER / BRAND
1	FIRE EXTINGUISHER (Brand New)			
Type:	Dry Chemical (Mono-ammonium phosphate powder)			
Capacity:	10 lbs			
Specification:	With pressure indicating gauge			
	With mounted wall bracket (Free)			
	Powder type			
	Locally assemble			

	Suitable for multi-purpose protection			
Warranty:	With 1 year warranty (cylinder)			
	With warranty certificate			
Expiration:	With 2 years expiration date of refill			
2	FIRE EXTINGUISHER (Brand New)			
Type:	Dry Chemical (Mono-ammonium phosphate powder)			
Capacity:	20 lbs			
Specification:	With pressure indicating gauge			
	With mounted wall bracket (Free)			
	Powder type			
	Locally assemble			
	Suitable for multi-purpose protection			
Warranty:	With 1 year warranty (cylinder)			
	With warranty certificate			
Expiration:	With 2 years expiration date of refill			
3	FIRE EXTINGUISHER (Refill)			
Type:	Dry Chemical (Mono-ammonium phosphate powder)			
Specification:	Includes general cleaning of fire Extinguisher			
	Free leak test of Fire Extinguisher			
	Free pick-up and delivery			
	Provided with service upon pick up			
Warranty:	With 1 year warranty (cylinder)			
	With warranty certificate			
Capacity:	5 lbs			
	10 lbs			
	20 lbs			
	50 lbs			
	75 lbs			

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. In addition, all offered unit prices and total prices must be rounded to **two decimal points**.

SUMMARY OF APPROVED BUDGET			OFFERED QUOTATION			
Supply and Delivery of Fire Extinguisher (Brand New and Refill) – LOT CY 2024			Supply and Delivery of Fire Extinguisher (Brand New and Refill) – LOT CY 2024			
ITEM DESCRIPTION	Qty / UOM	Approved Budget for the Contract	ITEM DESCRIPTION	Qty / UOM	Unit Price / Total Price	
1	Brand new Fire Extinguisher, Dry Chemical CY 2024 Specification: *With pressure indicating gauge *with mounted wall bracket (Free) *Powder type *Locally assemble *Suitable for multi-purpose protection *with 1 year warranty (Cylinder) *with 2 years expiration date of refill *with warranty certificate *10 lbs.	29 / unit	Unit Price: ₱ 1,941.33 Total Price: ₱ 56,298.57			
	Brand new Fire Extinguisher, Dry Chemical CY 2024 Specification: *With pressure indicating gauge *with mounted wall bracket (Free) *Powder type *Locally assemble *Suitable for multi-purpose protection *with 1 year warranty (Cylinder) *with 2 years expiration date of refill *with warranty certificate *20 lbs.	102 / unit	Unit Price: ₱ 2,959.79 Total Price: ₱ 301,898.58			
	Procurement of Fire Extinguisher, Dry Chemical Refill (Mono-ammonium phosphate powder) Specification: *Refill includes general cleaning of fire Extinguisher *Free leak test of Fire Extinguisher *Free pick up and delivery *with 1 year warranty *Provided with service upon pick up *with warranty certificate					
	FIRE EXTINGUISHER, Refill, 5 lbs.	11 / unit	Unit Price: ₱ 392.00 Total Price: ₱ 4,312.00			

FIRE EXTINGUISHER, Refill, 10 lbs.	39 / unit	Unit Price: ₱ 690.67 Total Price: ₱ 26,936.13			
FIRE EXTINGUISHER, Refill, 20 lbs.	157 / unit	Unit Price: ₱ 1,381.33 Total Price: ₱ 216,868.81			
FIRE EXTINGUISHER, Refill, 50 lbs.	1 / unit	Unit Price: ₱ 3,453.33 Total Price: ₱ 3,453.33			
FIRE EXTINGUISHER, Refill, 75 lbs.	1 / unit	Unit Price: ₱ 3,750.00 Total Price: ₱ 3,750.00			
TOTAL AMOUNT:		Six Hundred Thirteen Thousand Five Hundred Seventeen Pesos and 42/100 Only (₱ 613,517.42)	TOTAL AMOUNT:		

Brand and model: _____

Delivery period: _____

Max of 7 Calendar Days

Warranty: _____

Min of 3 months (supplies)

Price validity: _____

Min of 1 year (equipment)

Payment terms: _____

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