



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



BIDS AND AWARDS COMMITTEE

Telephone No. 531-9001 loc. 242

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SOLICITATION NO.: NCMH-Small Value Procurement
Supply & Delivery of Letterhead CY 2023

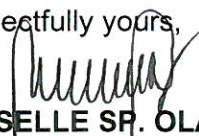
REQUEST FOR QUOTATION

May 9, 2023

Dear Sir/Madame:

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 **May 12, 2023 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 531-9001 local 239 or 531-8318.

Respectfully yours,


RUSSELLE SP. OLASO, MPA
Administrative Officer V
Head Secretariat, Bids and Awards Committee

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 upon receipt of Notice to Deliver (NTD).
3. Price validity and payment terms shall be for a minimum period of thirty (30) calendar days.
4. Documentary requirements:
 - a. **Mayor's / Business Permit** (Attached Official Receipt)
 - b. **PhilGEPS Registration Number** (Attached PhilGEPS Certificate)
 - c. **Income and Business Tax Return** (Attached VAT Remittances)
 - 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 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.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

<p>Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2023</p> <p style="text-align: center;">Item/s bidden:</p> <p>1. _____</p> <p>2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>
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2. Documentary Requirements Folder:

<p>Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2023</p> <p style="text-align: center;">Item/s bidden:</p> <p>1. _____</p> <p>2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>
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3. Mother Envelope:

<p>Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2023</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>
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Supply & Delivery of Letterhead CY 2023

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
220	ream	LETTERHEAD, 80 gsm, size: 210mm x 297mm (A4)		UNIT PRICE: ₱ 920.57 TOTAL PRICE: ₱ 202,525.40	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/>
TOTAL:				₱ 202,525.40	

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:

 COMPANY NAME

 COMPANY ADDRESS

 PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

 DESIGNATION

 CONTACT NUMBER/S



REPUBLIC OF THE PHILIPPINES
Department Of Health



National Center for Mental Health

SAMPLE

"There is no Health without Mental Health"

9 De Pebrero St., Brgy. Mauway, Mandaluyong City
Tel. No.: 8531-9001 Fax: 8531-8682 Website: www.ncmh.gov.ph



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