



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



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SOLICITATION NO.: NCMH-Small Value Procurement  
Supply & Delivery of Customized Polo Shirt for Internal Quality Auditors CY 2023

## REQUEST FOR QUOTATION

March 28, 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 **April 03, 2023, 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 531-9001 local 240 or 531-8318.

Respectfully yours,

  
**RUSSELLE SP. OLASO, MPA**

OIC, Procurement Section

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 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:
  - a. Mayor's / Business Permit (Attached Official Receipt)
  - b. PhilGEPS Registration Number or 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 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.

**MARKING / LABEL OF PRICE QUOTATION**

1. Sealed Price Quotation Envelope:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Item/s bidded:</b></p>	
1.	_____
2.	_____
<p><b>Name of Company / Bidder:</b>  <b>Tel. no.:</b>  <b>Fax no.:</b></p>	

2. Documentary Requirements Folder:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Item/s bidded:</b></p>	
1.	_____
2.	_____
<p><b>Name of Company / Bidder:</b>  <b>Tel. no.:</b>  <b>Fax no.:</b></p>	

3. Mother Envelope:

<p><b>Request for Quotation</b>  <b>Supply and Delivery of <u>(Title of the Project)</u> CY 2023</b></p>	
<p><b>Name of Company / Bidder:</b>  <b>Tel. no.:</b>  <b>Fax no.:</b></p>	
<p><b>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPs)</b></p>	

**Supply and Delivery of Customized Polo Shirt for Internal Quality Auditors CY 2023**

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
100	pieces	<p><b>IQA Customized Polo Shirts (Honey comb / Pique Fabric with embroidered front logo and embroidered back text)</b></p> <p><b>DESIGN:</b> Polo shirt stripe in sleeve (Sewn Fabric); Front: 1 logo embroidered Back: Two-line text embroidered (Please see design)</p> <p><b>MATERIAL:</b> Polo Shirt in Pique Fabric</p> <p><b>COLOR:</b> Polo Shirt Base Color: Magenta and Moss Green (with grey collar and stripe in sleeves)</p> <p><b>PRINT:</b> High grade embroidered imprint for logo (front) and text (back)</p> <p><b>QUANTITY:</b> <u>50 pcs MAGENTA</u> XS - 4      L - 10 S - 12      XL - 3 M - 18      2XL - 3</p> <p><u>50 pcs MOSS GREEN</u> XS - 4      L - 10 S - 12      XL - 3 M - 18      2XL - 3</p> <p>TOTAL = 100 PCS</p>		<p><b>UNIT PRICE:</b> P 605.00</p> <p><b>TOTAL PRICE:</b> P 60,500.00</p>	<p><b>UNIT PRICE</b> <input type="text"/></p> <p><b>TOTAL PRICE:</b> P <input type="text"/></p>
<b>GRAND TOTAL PRICE:</b>				<b>P 60,500.00</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:

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COMPANY NAME

---

COMPANY ADDRESS

---

PRINTED NAME AND SIGNATURE OF  
REPRESENTATIVE

---

DESIGNATION

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CONTACT NUMBER/S



# National Center for Mental Health

## TERMS OF REFERENCE

### Procurement of NCMH – QMO Internal Quality Auditors Polo Shirts

The Quality Management Office is tasked to implement and monitors the center’s quality management system and other related mandates from the Department of Health and other government agencies. One of its tasks is to conduct Internal Quality Audit of the center’s implemented quality management system which shall be facilitated by its trained and qualified internal quality auditors. Conduct of IQA is scheduled annually to all the areas (Offices and Pavilions) in order to validate and monitors conformity to ISO 9001:2015 standards. To facilitate its communication and programs, QMO deems it necessary to produce and procure information and communication materials, including polo shirts that will be utilized by all its internal quality auditors to create team spirit and belonging towards a common goal of achieving quality service.

### SCOPE OF WORK

Design	<b>Polo Shirt Stripe In Sleeve (Sewn Fabric); Front: 1 Logo embroidered Back: Two-line text embroidered (Please see design)</b>	
Material	<b>Polo Shirt in Pique Fabric</b>	
Color	<b>Polo Shirt Base Color: Magenta and Moss Green (with grey collar and stripe in sleeves)</b>	
Print	<b>High grade embroidered imprint for logo (front) and text (back)</b>	
Quantity	<u><b>50 pcs Magenta</b></u> XS – 4      L - 10 S – 12      XL - 3 M – 18      2XL - 3	<u><b>50 pcs Moss Green</b></u> XS – 4      L - 10 S – 12      XL - 3 M – 18      2XL – 3
	<b>Total : 100 pcs</b>	

### APPROVED BUDGET FOR THE CONTRACT

The approved maximum budget for the printing and production of polo shirts is Sixty thousand, five hundred pesos (60,500.00) inclusive of all government tax, warranties and fees. Full payment of the contract shall be paid upon receipt of billing and delivery of the goods.

**“There is no Health without Mental Health”**





REPUBLIC OF THE PHILIPPINES  
Department Of Health



# National Center for Mental Health

## DESIGN



National Center for Mental Health  
INTERNAL QUALITY AUDITOR

2.25 inches

9.5 inches



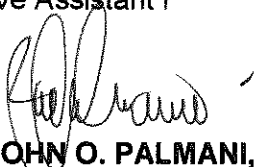
Two Base Colors of Polo Shirts

50 pcs Moss Green with grey collar and sleeve stripes

50 pcs Magenta with grey collar and sleeve stripes

Date prepared: 28 February 2023

Prepared by:   
**NORMAN M. MANALO**  
Administrative Assistant I

Approved by:   
**TRISTIAN JOHN O. PALMANI, RN, MMHoA**  
OIC, Quality Management Office

**“There is no Health without Mental Health”**

