



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. 239

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E-mail: bacncmh@yahoo.com

Website: www.ncmh.gov.ph

SOLICITATION NO.: NCMH-Small Value Procurement  
of Transport Section Equipment CY2023

## REQUEST FOR QUOTATION

February 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 **February 13, 2023, 5:00PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 85319001 local 239 or 85318318/

Respectfully yours,

**SIGNED**  
**GERTRUDES G. SABARICOS, MPA**  
*Supervising Administrative Officer*  
*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 approved Purchase Order (PO) / Notice to Proceed (NTP) / Notice to Delivery (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 (Attached Official Receipt)
  - b. PhilGEPS Registration Number
  - c. Income / Business Tax Return
  - d. 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 and 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 style="text-align: center;"><b>Request for Quotation</b> <b>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING and TESTING of TRANSPORT EQUIPMENTS, CY2023</b> Item/s bided:</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 style="text-align: center;"><b>Request for Quotation</b> <b>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING and TESTING of TRANSPORT EQUIPMENTS CY2023</b> Item/s bided:</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 style="text-align: center;"><b>Request for Quotation</b> <b>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING and TESTING of TRANSPORT EQUIPMENTS CY2023</b> Name of Company / Bidder: Tel. No: Fax. No:</p> <p style="text-align: center;"><b>DO NOT OPEN ON OR BEFORE : (indicate closing date PhilGEPS)</b></p>
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**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF TRANSPORT EQUIPMENTS CY2023**

No.	QTY	UNIT OF MEASURE	ITEM SPECIFICATION	NCMH ABC	Bidder's Offer
1	1	Set	<b>1. TWO POST HYDRAULIC LIFTER</b> 3500kg – 4500kg lifting capacity 1900mm – 1990mm lifting height 1 PH, 220VAC, 2.2kw motor\ 95mm minimum lifting height	<b>UNIT PRICE: <u>₱185,000.00</u></b>  <b>TOTAL PRICE: <u>₱185,000.00</u></b>	<b>UNIT PRICE: ₱ _____</b>  <b>TOTAL PRICE: ₱ _____</b>
2	1	Set	<b>2. PNEUMATIC TIRE CHANGER</b> Outside Clamping 10” – 22” Inside Clamping 12” – 24” Air Working Pressure 8 – 10 bar Power Supply 220V	<b>UNIT PRICE: <u>₱75,000.00</u></b>  <b>TOTAL PRICE: <u>₱75,000.00</u></b>	<b>UNIT PRICE: ₱ _____</b>  <b>TOTAL PRICE: ₱ _____</b>
			<b>TOTAL</b>	<b>₱260,000.00</b>	

Brand and Model: \_\_\_\_\_ if applicable

Delivery Period: \_\_\_\_\_ Max of 15 workings days

Warranty: \_\_\_\_\_ 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