



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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Website: www.ncmh.gov.ph

SOLICITATION NO.: NCMH-Small Value Procurement  
Supply, Delivery, Commissioning and Testing of Various Medical Supplies and Equipment CY2022


## REQUEST FOR QUOTATION

October 07, 2022

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 **October 11, 2022, 5:00PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 85319001 local 239 or 85318318/

Respectfully yours,

  
**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 **thirty (30) 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. 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 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:

**Request for Quotation**  
**Supply and Delivery of (Title of the Project) CY2022**

**Item/s bided:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Name of Company / Bidder:**  
**Tel. No:**  
**Fax No:**

2. Documentary Requirements Folder:

**Request for Quotation**  
**Supply and Delivery of (Title of the Project) CY2022**

**Item/s bided:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Name of Company / Bidder:**  
**Tel. No:**  
**Fax No:**

3. Mother Envelope:

**Request for Quotation**  
**Supply and Delivery of (Title of the Project) CY2022**

**Name of Company / Bidder:**  
**Tel. No:**  
**Fax. No:**

**DO NOT OPEN ON OR BEFORE : (indicate closing date PhilGEPS)**

**SUPPLY AND DELIVERY OF DSLR CAMERA CY2022**

No.	QTY	UNIT OF MEASURE	ITEM SPECIFICATION	NCMH ABC	Bidder's Offer
1	1	unit	<p><b>DSLR CAMERA</b>                      Camera Specifications:</p> <ul style="list-style-type: none"> <li>• Image type – JPEG</li> <li>• Pixels recorded:                             <ul style="list-style-type: none"> <li>- Large: Approx. 17 megapixels or higher</li> <li>- Medium: Approx. 8 megapixels or higher</li> <li>- Small: Approx. 4 megapixels or higher</li> </ul> </li> <li>• Viewfinder Field of View Coverage – Vertical / Horizontal approx.. 95%</li> <li>• Viewfinder Magnification – Approx. 0.8x</li> <li>• Shutter Type – electronically-controlled, focal-plane</li> <li>• Shutter Speed – 1/4000 sec to 30 sec</li> <li>• Focus – Manual and Auto</li> <li>• Built-in Flash – Yes</li> <li>• Sensor Size – Approx. 22.3 x 14.9 mm or higher</li> <li>• Memory Card Type – SD, SDHC, SDXC</li> <li>• Interface – High Speed USB, HDMI (type C)</li> <li>• Compatible OS (for PC) – Windows 7 / 8 / 8.1 / 10</li> </ul> <p>Other Specifications:</p> <ul style="list-style-type: none"> <li>• Warranty Certificate Indicating:                             <ul style="list-style-type: none"> <li>- Minimum of one year warranty on parts</li> <li>- Minimum of 2 years preventive maintenance</li> </ul> </li> <li>• Package to Include:                             <ul style="list-style-type: none"> <li>- Tripod</li> <li>- SD Card</li> </ul> </li> </ul>	<p><b>UNIT PRICE:</b>  <u>₱ 33,450.00</u></p> <p><b>TOTAL PRICE:</b>  <u>₱ 33,450.00</u></p>	<p><b>UNIT PRICE:</b>                      ₱ _____</p> <p><b>TOTAL PRICE:</b>                      ₱ _____</p>
			<b>TOTAL</b>	<b>₱ 33,450.00</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:

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COMPANY NAME

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COMPANY ADDRESS

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PRINTED NAME AND SIGNATURE OF  
REPRESENTATIVE

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DESIGNATION

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CONTACT NUMBER/S