



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
Procurement for the Outsourcing of Distribution Transformer Reconditioning CY 2023

REQUEST FOR QUOTATION

August 19, 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 **August 23, 2023 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 8531-8318.

Respectfully yours,

-SGD-
RUSSELLE SP. OLASO, MPA
Administrative Officer V
BAC Secretariat

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)
3. Price validity and payment terms shall be for a minimum period of thirty (30) calendar days.
4. Documentary requirements:
 - a. Valid and Current Mayor's / Business Permit (Attached Official Receipt)
 - b. Valid and Current PhilGEPS Registration
 - c. Latest Annual Income 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 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 bidding's 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 Procurement for the Outsourcing of Distribution Transformer Reconditioning CY 2023</p> <p style="text-align: center;">Item/s bidded:</p> <p>1. _____ 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 Procurement for the Outsourcing of Distribution Transformer Reconditioning CY 2023</p> <p style="text-align: center;">Item/s bidded:</p> <p>1. _____ 2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>
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Mother Envelope:

<p>Request for Quotation Procurement for the Outsourcing of Distribution Transformer Reconditioning 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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Procurement for the Outsourcing of Distribution Transformer Reconditioning CY 2023

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
1	Lot	Outsourcing of Distribution Transformer Reconditioning CY 2023 Scope of Work: • Termination & Pole Installation of Recon Transformer • Reconditioning: a. Un-tanking b. Removal of used transformer oil c. Baking of transformer • Refill transformer oil with brand new mineral oil • Testing (TTR, Megger, Winding Resistance, Oil Test, No Load Test)		Php115,000.00	
1	Lot			Php49,000.00	
1	Lot			Php59,000.00	
1	Lot			Php33,000.00	
				UNIT PRICE: ₱256,000.00	UNIT PRICE <input style="width: 100px; height: 20px;" type="text"/>
				TOTAL PRICE: ₱256,000.00	TOTAL PRICE: <input style="width: 100px; height: 20px;" type="text"/>
GRAND TOTAL PRICE:				₱ 256,000.00	

Brand and model: _____

Delivery period: _____ Max of 7 working 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