



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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Website: www.ncmh.gov.ph

SOLICITATION NO.: NCMH-Negotiated (Small Value Procurement)
Annual Preventive Maintenance for Various Anatomical Equipment CY-2020

REQUEST FOR QUOTATION

June 5, 2020

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 **June 8, 2020 2:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 531-9001 local 239 or 531-8318.

Respectfully yours,


JERRY C. RODRIGUEZ, MGM-ESP
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) working days** upon receipt of approved Contract Agreement and 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. Mayor's / Business Permit (Attached Official Receipt)
 - b. PhilGEPS Registration Number
 - c. Income and Business Tax Return (Attached VAT Remittances)
 - 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 & 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 Annual Preventive Maintenance for (Title of the Project) CY 2020</p> <p>Item/s bidden:</p> <p>1. _____ 2. _____</p> <p>Name of Company / Bidder: Tel. no.: Fax no.:</p>
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2. Documentary Requirements Folder:

<p>Request for Quotation Annual Preventive Maintenance for (Title of the Project) CY 2020</p> <p>Item/s bidden:</p> <p>1. _____ 2. _____</p> <p>Name of Company / Bidder: Tel. no.: Fax no.:</p>
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3. Mother Envelope:

<p>Request for Quotation Annual Preventive Maintenance for (Title of the Project) CY 2020</p> <p>Name of Company / Bidder: Tel. no.: Fax no.:</p> <p>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</p>

**ANNUAL PREVENTIVE MAINTENANCE FOR VARIOUS LABORATORY
(ANATOMICAL) EQUIPMENT CY 2020**

Scope of Works for the following Equipment listed below:

- A.) Checking and Testing of the equipment for proper operational functions.
- B.) Cleaning of the equipment with other applicable maintenance works like lubrication
- C.) calibration of the equipment or its parts, if applicable
- D.) Recommends spare parts to be replaced , if any
- E.) Recommends other services needed like repair

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
1	unit	Tissue Embedding Station Sakura Tissue-Tek SN: 52360144/52370144		UNIT PRICE: P19,040.00 TOTAL PRICE: P19,040.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	One (1) Body Morgue Ref, Angelantoni- SN: 64294		UNIT PRICE: P33,000.00 TOTAL PRICE: P33,000.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	Gross Pathology Station, Shandon , SN: 960111052		UNIT PRICE: P16,800.00 TOTAL PRICE: P16,800.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	Paraffin Oven, Constance, SN: L407424		UNIT PRICE: P6,272.00 TOTAL PRICE: P6,272.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	Electric Bone Autopsy Saw, Shandon 1485SN:		UNIT PRICE: P5,600.00 TOTAL PRICE: P5,600.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	Electric Bone Autopsy Saw, Shandon, SN:19402-133 SN:		UNIT PRICE: P5,600.00 TOTAL PRICE: P5,600.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	Unit	Water Flotation Bath, Thermo SN: SB1028C1009		UNIT PRICE: P5,600.00 TOTAL PRICE: P5,600.00	UNIT PRICE <input type="text"/> TOTAL PRICE: <input type="text"/> P
1	unit	Digital Weighing Scale, Fuji SN: A10202149		UNIT PRICE: P1,008.00 TOTAL PRICE:	UNIT PRICE <input type="text"/> TOTAL PRICE:

				P1,008.00	TOTAL PRICE: P
1	unit	Freezer Digital Thermometer Brannan-01 290512		UNIT PRICE: P1,630.72 TOTAL PRICE: P1,630.72	UNIT PRICE TOTAL PRICE: P
1	unit	Refrigerator Digital Thermometer Brannan-02 290512		UNIT PRICE: P1,008.00 TOTAL PRICE: P1,008.00	UNIT PRICE TOTAL PRICE: P
GRAND TOTAL				Php. 95,558.72	

Brand and model: _____
 Delivery period: _____ Max of 30 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