



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- Shopping
Supply & Delivery of Office Supplies CY2020

REQUEST FOR QUOTATION

September 22, 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 **September 25, 2020 5:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 531-9001 local 239 or 531-8318.

Respectfully yours,

SGD
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 seven (7) calendar days upon receipt of approved Purchase Order (PO) / Notice to Proceed (NTP) / Notice to Deliver (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
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 style="text-align: center;">Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2020</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 style="text-align: center;">Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2020</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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3. Mother Envelope:

<p style="text-align: center;">Request for Quotation Supply and Delivery of <u>(Title of the Project)</u> CY 2020</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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SUPPLY AND DELIVERY OF OFFICE SUPPLIES CY 2020

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
3,000	ream	PAPER, Multi-purpose, 70gsm, A4		UNIT PRICE: ₱185.00 TOTAL PRICE: ₱555,000.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
100	box	Paper Clip, 33mm		UNIT PRICE: ₱11.50 TOTAL PRICE: ₱1,150.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
100	box	Paper Clip, 50mm		UNIT PRICE: ₱22.00 TOTAL PRICE: ₱2,200.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
400	ream	Paper, Multi-purpose, 70gsm, Legal Size		UNIT PRICE: ₱204.00 TOTAL PRICE: ₱81,600.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
500	box	Fastener, Metal, 70mm		UNIT PRICE: ₱55.00 TOTAL PRICE: ₱27,500.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
50	box	Pencil, lead with eraser, 12pcs/box		UNIT PRICE: ₱94.75 TOTAL PRICE: ₱4,737.50	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
60	book	Record Book, 300pages		UNIT PRICE: ₱61.00 TOTAL PRICE: ₱3,660.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
30	book	Record Book, 500 pages		UNIT PRICE: ₱83.00 TOTAL PRICE: ₱2,490.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>

240	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip		UNIT PRICE: ₱65.50 TOTAL PRICE: ₱15,720.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
360	piece	Marker, permanent, bullet type, Black		UNIT PRICE: ₱37.00 TOTAL PRICE: ₱13,320.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
360	piece	Marker, permanent, bullet type, Blue		UNIT PRICE: ₱37.00 TOTAL PRICE: ₱13,320.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
360	roll	Tape, transparent, width : 24mm		UNIT PRICE: ₱79.75 TOTAL PRICE: ₱28,710.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>
20,000	piece	Folder, Long (tag board)		UNIT PRICE: ₱5.50 TOTAL PRICE: ₱110,000.00	UNIT PRICE: ₱ <input type="text"/> TOTAL PRICE: ₱ <input type="text"/>

Brand and model: _____ If applicable
 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