



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- Shopping
Supply & Delivery of Office Supplies and Forms CY 2020

REQUEST FOR QUOTATION

September 18, 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 22, 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 bidden:</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 bidden:</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 AND FORMS CY 2020

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
20	box	Continuous Form, 3 ply Carbonless, 280 x 378mm		UNIT PRICE: ₱1,600.00 TOTAL PRICE: ₱32,000.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>
2,500	piece	Data Folder, 3" x 9" x 15", Dark Green		UNIT PRICE: ₱150.00 TOTAL PRICE: ₱375,000.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>
200	piece	Data Folder, 3" x 13 3/4" x 11", Dark Green		UNIT PRICE: ₱200.00 TOTAL PRICE: ₱40,000.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>
25	pack	Laminating Sheet, A4 125 microns, 100's/pack		UNIT PRICE: ₱1,250.00 TOTAL PRICE: ₱31,250.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>
100	piece	NCMH Certificate Holder		UNIT PRICE: ₱150.00 TOTAL PRICE: ₱15,000.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>
6,600	piece	Patient's ID with Plastic Cover, 95cm x 127cm (see attached sample)		UNIT PRICE: ₱7.50 TOTAL PRICE: ₱49,500.00	UNIT PRICE: <input type="text" value="₱"/> TOTAL PRICE: <input type="text" value="₱"/>

30	roll	Tape, foam, double sided, 24mm x 9m		UNIT PRICE: ₱300.00 TOTAL PRICE: ₱9,000.00	UNIT PRICE: <input type="text"/> TOTAL PRICE: <input type="text"/>
36	pack	Photo Paper High Gloss, A4 200g/m2, 10's/pack		UNIT PRICE: ₱150.00 TOTAL PRICE: ₱5,400.00	UNIT PRICE: <input type="text"/> TOTAL PRICE: <input type="text"/>
			TOTAL	557,150.00	

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