



REQUEST FOR PRICE QUOTATION

Date : May 27, 2022
RFQ No. : 2022-004

The **National Conciliation and Mediation Board (NCMB)** will undertake procurement for the following item/s specified below:

Qty.	Unit	Item/Description	Unit Price	ABC
1	Unit	SOFA • 3 seater • Leatherette	14,000.00	14,000.00
3	Units	SIDE TABLE • Wood frame • Top glass	5,000.00	15,000.00
28	Units	STAFF CHAIR • Semi-high back, ergonomically designed swivel & tilting mechanism, gas lift, chrome plated with smooth leatherette, color black	6,000.00	168,000.00
8	Units	VISITOR'S CHAIR • Mid back padding arm rest, chrome plated sled frame • Leatherette, color black	5,000.00	40,000.00
7	Units	CLERICAL TABLE • Laminated wood material • With built-in side drawers	8,000.00	56,000.00
1	Unit	OFFICE TABLE • L-shape • Free standing	12,000.00	12,000.00
1	Unit	JR. EXECUTIVE TABLE • L-shape • With built-in mobile cabinet • Laminated wood material	14,500.00	14,500.00
6	Units	LATERAL FILING CABINET • 4 drawer, powder coated finished, color beige	12,000.00	72,000.00
3	Units	VERTICAL FILING CABINET • 4 drawer, powder coated finished, color beige	13,000.00	39,000.00
1	Unit	CONSOLE TABLE	10,000.00	10,000.00
1	Unit	WOODEN TEAPOT TABLE	10,000.00	10,000.00

Note: ITEMS TO BID

DELIVERY: 30 days upon receipt of Purchase Order

Please quote your best offer for the item/s above using the template provided in **Annex A** subject to the Terms and Conditions shown in **Annex B**. Signed quotation(s) should be received not later than 5:00 PM on June 06, 2022 through personal delivery at Administrative Division, 6th Floor Arcadia Bldg., 860 Quezon Avenue, Quezon City or email at ncmbprocurement@ncmb.gov.ph.

Interested Bidders should submit the following documents (preferably Certified True Copy) together with your quotation:

If PHILGEPS Platinum Holder:

- Copy of PhilGEPS Platinum Certificate
- Notarized Omnibus Sworn Statement (GPPB-prescribed form) for ABC's above 50k)
- Copy of Latest Income/Business Tax Return (for ABC's above 500K)

If PHILGEPS Red Membership Holder:

- PhilGEPS Registration Number
- Copy of Updated Mayor's Permit
- Notarized Omnibus Sworn Statement (GPPB-prescribed form) for ABC's above 50k)
- Copy of Latest Income/Business Tax Return (for ABC's above 500K)

Incomplete documents shall not be entertained.

For any clarification or queries, please contact Mr. Mark Anthony V. Bonifacio or Ms. Harold May B. Tayaoan of the Administrative Division at telephone no. 8332-41-80 or 0919-061-5469.

Very truly yours,


ATTY. RONDA T. DOCTOR-MALIMBAN
BAC Chairperson

(COMPANY LETTERHEAD)

Date: _____

ATTY. RONDA T. DOCTOR-MALIMBAN

BAC Chairperson

National Conciliation and Mediation Board

6th Floor Arcadia Bldg., 860 Quezon Avenue, Quezon CityDear **Atty. Malimban**:

After having carefully read and accepted the Terms and Conditions, we submit our quotation(s) for the item(s) as specified below:

Qty.	Unit	Item/Description	Unit Price	ABC
1	Unit	SOFA <ul style="list-style-type: none"> • 3 seater • Leatherette 		
3	Units	SIDE TABLE <ul style="list-style-type: none"> • Wood frame • Top glass 		
28	Units	STAFF CHAIR <ul style="list-style-type: none"> • Semi-high back, ergonomically designed swivel & tilting mechanism, gas lift, chrome plated with smooth leatherette, color black 		
8	Units	VISITOR'S CHAIR <ul style="list-style-type: none"> • Mid back padding arm rest, chrome plated sled frame • Leatherette, color black 		
7	Units	CLERICAL TABLE <ul style="list-style-type: none"> • Laminated wood material • With built-in side drawers 		
1	Unit	OFFICE TABLE <ul style="list-style-type: none"> • L-shape • Free standing 		
1	Unit	JR. EXECUTIVE TABLE <ul style="list-style-type: none"> • L-shape • With built-in mobile cabinet • Laminated wood material 		
6	Units	LATERAL FILING CABINET <ul style="list-style-type: none"> • 4 drawer, powder coated finished, color beige 		
3	Units	VERTICAL FILING CABINET <ul style="list-style-type: none"> • 4 drawer, powder coated finished, color beige 		

1	Unit	CONSOLE TABLE		
1	Unit	WOODEN TEAPOT TABLE		
TOTAL AMOUNT				

Payment Details:

Banking Institution : _____
Account Number : _____
Account Name : _____
Branch : _____

I hereby undertake to deliver the goods and/or services indicated above within the period prescribed by the National Conciliation and Mediation Board-Central Office. I further undertake that the price quoted shall be binding upon us until the NOA/NTP/PO/Contract is issued/signed.

Name of Company : _____
Address : _____
Email Address : _____
Contact Numbers : _____

Authorized Company Representative
(Signature Over Printed Name)

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required using the Request for Quotation Form (RFQ). This should include the complete specification of bid, i.e., brand name, model, pictures, and brochures/literature, as needed;
2. Any bidder, legally, technically and financially capable of providing the items described, may submit quotations in one or more than one of the items listed.
3. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
4. Price quotation(s), to be denominated in Philippine pesos shall include all government taxes, duties and/or levies including VAT as required under Philippine laws.
5. Quotation should be valid for a period of **forty-five (45) calendar** days from deadline of submission of quotations as indicated in the RFQ.
6. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NCMB shall rescind the Purchase Order (PO)/contract once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the PO/contract, without prejudice to other courses of action and remedies open to the NCMB.
7. Award of PO/contract shall be made to the lowest and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated in the RFQ.
8. With the end in view of obtaining the most advantageous quotation to the government, the NCMB reserves the right to accept or reject any or all bid quotations, or declare the bidding a failure, and make no assurance that procurement shall be entered into as a result of this invitation.
9. Procured items shall be delivered to the NCMB, Arcadia Bldg., 860 Quezon Avenue, Quezon City.
10. Payment shall be made by the NCMB through check payable to the supplier or Landbank's LDDAP-ADA. For other commercial banks, applicable bank charges shall be for the account of the supplier. As withholding agent, the NCMB payment is net of taxes.