



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL CONCILIATION AND MEDIATION BOARD
4th-6th Floors, Arcadia Building, 860 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103
Tel Nos.: (02) 8332-4176 / 8332-4179 / 8332-4180/8256-5090
Telefax : (02) 8332-4175 / 8332-2231 / 8332-2277 / 8332-4179



REQUEST FOR PRICE QUOTATION

Date : September 29, 2022
RFQ No. : 2022-021

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

Lot No.	Unit	Item/Description	Approved Budget for the Contract
1	15	MS Office Professional Plus 2021	120,000.00

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 October 7, 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, (for ABC's above 50K) GPPB-prescribed form
- 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 (for ABC's above 50K) GPPB-prescribed form
- 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,


EDITHLANE P. TADEO
BAC Vice-Chairperson

(COMPANY LETTERHEAD)

Date: _____

EDITHLIANE P. TADEO

BAC Vice-Chairperson

National Conciliation and Mediation Board

6th Floor Arcadia Bldg., 860 Quezon Avenue, Quezon City

Dear **Ms. Tadeo**:

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

Lot No.	Unit	Item/Description	Bid Amount
1	15	MS Office Professional Plus 2021	

Delivery : 30 Days upon confirmation of PO/Contract/Work Order

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 item/s 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 the 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. The NCMB shall have the right to conduct the necessary inspection and verification of the goods to confirm their conformity to the technical specifications.
8. 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.
9. 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.
10. Procured items shall be delivered to the NCMB, Arcadia Bldg., 860 Quezon Avenue, Quezon City.
11. Payment shall be made by the NCMB through a 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 a withholding agent, the NCMB payment is net of taxes.