



REQUEST FOR PRICE QUOTATION

Date : October 25, 2022
RFQ No. : 2022-028

The **National Conciliation and Mediation Board (NCMB)** will undertake procurement of 1 lot of common used and consumable office supplies for the following item/s specified below:

Qty.	Unit	Item/Description	TOTAL APPROVED BUDGET FOR THE CONTRACT
7	box	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	Php 76,828.00
13	box	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
8	pad	NOTE PAD, stick on, 3" x 3"	
20	pack	BATTERY, dry Cell, size AAA	
2	roll	TAPE, masking, 24mm	
1	roll	TAPE, MASKING, 48mm	
3	roll	TAPE, packaging, 48mm	
39	roll	TAPE, transparent, 24mm	
5	roll	TAPE, transparent, 48mm	
19	box	CLIP, backfold, 19mm	
18	box	CLIP, backfold, 25mm	
11	box	CLIP, backfold, 32mm	
13	box	CLIP, backfold, 50mm	
26	piece	DATA FILE BOX	
91	piece	DATA FOLDER	
3	pack	FOLDER, pressboard, 100pcs per pack	
20	box	PAPER CLIP, vinyl/plastic coated, 50mm	
3	cart	Toner for Brother HL-L1500DN (TN-3448)	
2	cart	Ink Cart, Canon LBP6680x	
2	cart	Toner, HP Laserjet P400	
1	cart	Toner Brother 2355 (TN- 2380)	
1	cart	Toner Brother for MFC L8900CDW (4 colors, black, cyan, yellow, magenta, high yield)	
DELIVERY: 7 days upon confirmation 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 October 28, 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

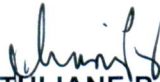
If PHILGEPS Red Membership Holder:

- PhilGEPS Registration Number
- Copy of Updated Mayor's/Business Permit

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. 8252-6262 local 716 or 0919-061-5469.

Very truly yours,



EDITHLIANE 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 CityDear **Ms. Tadeo**:

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	Total
7	box	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
13	box	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
8	pad	NOTE PAD, stick on, 3" x 3"		
20	pack	BATTERY, dry Cell, size AAA		
2	roll	TAPE, masking, 24mm		
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13	box	CLIP, backfold, 50mm		
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1	cart	Toner Brother 2355 (TN- 2380)		
1	cart	Toner Brother for MFC L8900CDW (4 colors, black, cyan, yellow, magenta, high yield)		
TOTAL QUOTED PRICE				
DELIVERY:				

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.