



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 Number: (02)8252-6262



REQUEST FOR PRICE QUOTATION

Date : February 15, 2023
RFQ No. : 2023-010

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

Qty.	Unit	Item/Description	Approved Budget for the Contract
16	bottle	INK, for stamp pad, 50mL	Php163,285.00
47	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	
30	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	
23	roll	TAPE, MASKING, width: 24mm	
11	roll	TAPE, transparent, 48 mm	
5	piece	RULER, plastic, 450 mm	
7	unit	EXTERNAL HARD DRIVE, 1TB	
6	piece	FLASH DRIVE, 16 GB	
22	unit	MOUSE, OPTICAL, USB connection type	
1	cart	TONER CARTRIDGE, BROTHER TN-3448, Black	
10	cart	TONER CARTRIDGE, HP CE285A (HP85A), Black	
25	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	
18	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	
17	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	
17	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	
2	box	ENVELOPE, Documentary, A4, 500 pieces per box	
6	box	ENVELOPE, Documentary, legal, 500 pieces per box	
17	piece	TAPE DISPENSER, table top	
29	pair	SCISSORS, symmetrical or asymmetrical	
32	piece	MARKER, Whiteboard, Black	
24	piece	MARKER, Whiteboard, Blue	
29	set	MARKER, Flourescent, 3 colors per set	
69	piece	CORRECTION TAPE, 8 meters	
2	piece	STAMP PAD, felt	
4	pack	FOLDER with tab, A4, 100 pieces per	

9	pack	pack FOLDER with tab, legal, 100 pieces per pack	
5	box	RUBBER BAND No. 18, 350g	
15	can	DISINFECTANT SPRAY, Aerosol type, 400g	
25	piece	CLEARBOOK, 20 transparent pockets, legal	
85	piece	SIGN PEN, Blue, liquid or gel	
43	piece	SIGN PEN, Red, liquid or gel	
25	piece	ERASER, plastic/ rubber	
1	set	Ink Cartridge for HP Color Laserjet Pro M255DW, (black, cyan, yellow, magenta)	
1	set	Ink Cartridge for Brother MFC L8900CDW, (black, cyan, yellow, magenta)	
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 February 22, 2023 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/Business 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 will be subject to disqualification of bids.

For any clarification or queries, please contact Mr. Mark Anthony V. Bonifacio or Ms. Harold May B. Tayaoan of the Administrative Division at telephone nos. 8252-6262 local 716 or 0919-061-5469.

Very truly yours,


MARIA CRISTINA O. MANGALIMAN
Deputy Executive Director IV, IS
BAC Chairperson

Annex A

(COMPANY LETTERHEAD)

Date: _____

MARIA CRISTINA O. MANGALIMAN

Deputy Executive Director IV, IS

BAC Chairperson

National Conciliation and Mediation Board

6th Floor Arcadia Bldg., 860 Quezon Avenue, Quezon CityDear **Ms. Mangaliman**:

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	TOTAL QUOTED PRICE
16	bottle	INK, for stamp pad, 50mL	
47	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	
30	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	
23	roll	TAPE, MASKING, width: 24mm	
11	roll	TAPE, transparent, 48 mm	
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29	set	MARKER, Flourescent, 3 colors per set	
69	piece	CORRECTION TAPE, 8 meters	
2	piece	STAMP PAD, felt	
4	pack		

9	pack	FOLDER with tab, A4, 100 pieces per pack
5	box	FOLDER with tab, legal, 100 pieces per pack
15	can	RUBBER BAND No. 18, 350g
25	piece	DISINFECTANT SPRAY, Aerosol type, 400g
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		Ink Cartridge for Brother MFC L8900CDW, (black, cyan, yellow, magenta)
DELIVERY: 7 days upon confirmation of Purchase 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)

Annex B

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.