



REQUEST FOR PRICE QUOTATION

Date : April 18, 2023
RFQ No. : 2023-019

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
1	lot	One Year Contract for the Repair and Preventive Maintenance of IT Equipment (Please see attached scope of works)	Php150,000.00

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 April 25, 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 City

Dear **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	Bid Amount
1	lot	One Year Contract for the Repair and Preventive Maintenance of IT Equipment	

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/services described, may submit their quotations on the items/services 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/services 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.

SCOPE OF WORK

PREVENTIVE MAINTENANCE

- ✓ Physical check-up of all the enrolled IT equipment and peripherals which includes;
 - 1) Fifty (50) desktop PCs;
 - 2) Twenty-eight (28) Laptops;
 - 3) Forty-seven (47) LaserJet printers;
 - 4) One (1) Photo Printer;
 - 5) Eight (8) CISS Printers;
 - 6) Eleven (11) Scanners; and,
 - 7) Eleven (11) UPS.
- ✓ Checking/cleaning of dust accumulation/pest excretions on circuit board;
- ✓ Cleaning, lubrication, and conditioning of parts and modules;
- ✓ Checking for corrosion of chips;
- ✓ Cleaning of the computer housing, monitor, keyboard, mouse, printer, scanner, and UPS;

REMEDIAL MAINTENANCE (On-Call Basis)

- ✓ Troubleshooting and conducting diagnostic tests;
- ✓ The maintenance company shall provide the cleaning materials;
- ✓ Isolation of defective parts/components;
- ✓ Cleaning, removal, and online update of the anti-virus program installed on every workstation (whenever necessary);
- ✓ On-site correction of problems and abnormalities found that slow down the workstation/laptop (i.e. torrents, P2P, proxy, keystroke loggers, tunnel programs, MP3 & movies downloaders);
- ✓ Suppose the defective part is unrepairable and needs replacement (diagnosis shall be free of charge). In that case, the maintenance company shall provide the NCMB a **Repair Recommendation Notice** indicating the parts to be replaced with its corresponding cost. The NCMB may opt to acquire replacement parts from the maintenance company or from a third-party vendor offering such items at a lesser value;
- ✓ The diagnosis and identification of the defective part shall be free of charge;
- ✓ The replacement of semi-conductor components listed below shall free-of-charge for the continuous operation of the equipment:
 1. Resistor;
 2. Capacitors (less than 200 volts in value)
 3. Diodes (less than 5 watts in value)
 4. Fuses

OTHERS:

- ✓ Submission of a maintenance report on a quarterly basis and a remedial report per ICT item repaired to the NCMB for documentation, accounting, and auditing purposes;
- ✓ Staff/s providing preventive/remedial maintenance must be regular employees of the maintenance company and not on OJT status.