



REQUEST FOR PRICE QUOTATION

Date : May 25, 2023
RFQ No. : 2023-027

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
8	Ream	Printing of Official Letterhead NCMB Letterhead: Size: A4 size Stock: Conqueror Laid, 100gsm Color: 1/0 Others: with printed logo, file supplied	Php106,000.00
8	Ream	Size: 8.5 x 13 Stock: Conqueror Laid, 100gsm Color: 1/0 Others: with printed logo, file supplied	
6	box	Mailing Envelope: Size: No. 10 Stock: Trojan Color: 1/0 Others: with embossing, file supplied Note: please see attached file for reference. Actual sample may provide upon request.	

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 01, 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,

A handwritten signature in blue ink, appearing to read 'Maria Cristina O. Mangaliman', is written above the printed name.

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

(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
8	Ream	Printing of Official Letterhead NCMB Letterhead: Size: A4 size Stock: Conqueror Laid, 100gsm Color: 1/0 Others: with printed logo, file supplied	
8	Ream	Size: 8.5 x 13 Stock: Conqueror Laid, 100gsm Color: 1/0 Others: with printed logo, file supplied	
6	box	Mailing Envelope: Size: No. 10 Stock: Trojan Color: 1/0 Others: with embossing, file supplied	

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.



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

