



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**NATIONAL CONCILIATION AND MEDIATION BOARD**  
4<sup>th</sup>-6<sup>th</sup> Floors, Arcadia Building, 860 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103  
Tel Number: (02)8252-6262



### REQUEST FOR PRICE QUOTATION

Date : July 4, 2023  
RFQ No. : 2023-040

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    | license | One (1) Year Email/SMTP Gateway Subscription<br><br><i>Specifications:</i> <ul style="list-style-type: none"><li>• 20,000 emails per month or more</li><li>• With email security/protection/filtering</li><li>• Cloud base/online</li><li>• With email template library</li><li>• with email personalization/designer</li><li>• with email campaigns</li><li>• with 24/7 tech support</li><li>• with email archiving</li><li>• with email encryption/authentication</li><li>• with email API</li></ul> | Php50,000.00                     |

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 11 July, 2023 through personal delivery at Administrative Division, 6<sup>th</sup> Floor Arcadia Bldg., 860 Quezon Avenue, Quezon City or email at [ncmbprocurement@ncmb.gov.ph](mailto: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

## (COMPANY LETTERHEAD)

Date: \_\_\_\_\_

**MARIA CRISTINA O. MANGALIMAN**

Deputy Executive Director IV, IS

BAC Chairperson

National Conciliation and Mediation Board

6<sup>th</sup> 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount |
|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1    | license | One (1) Year Email/SMTP Gateway Subscription<br><br><i>Specifications:</i> <ul style="list-style-type: none"><li>• 20,000 emails per month or more</li><li>• With email security/protection/filtering</li><li>• Cloud base/online</li><li>• With email template library</li><li>• with email personalization/designer</li><li>• with email campaigns</li><li>• with 24/7 tech support</li><li>• with email archiving</li><li>• with email encryption/authentication</li><li>• with email API</li></ul> |        |

**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.