



REQUEST FOR PRICE QUOTATION

Date : December 3, 2024
RFQ No. : 2024-083

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

Qty.	Unit	Item/Description	Approved Budget for Contract
1	lot	ANNUAL OFFICE RENTAL FOR NCMB – CENTRAL OFFICE FOR FY 2025 <i>Specifications:</i> 1. Contract Duration: January 1, 2025 to December 31, 2025 2. Location: Within Quezon City 3. Leasable area: at least 1,520 sq.m. 4. Parking space: dedicated for at least four (4) parking slots 5. The building is designed in compliance with the Building Code of the Philippines 6. Has existing provisions for light, water, air conditioning, internet and telephone lines 7. Provision for separate comfort rooms (CR) for male and female with lavatories for the use of employees and/or clientele/stakeholders/visitors 8. Free services of 24/7 Security Guard within the main premises of the building 9. VAT Inclusive	Php6,930,000.00

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 10 December 2024 through personal delivery at the 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
- Duly Notarized Omnibus Sworn Statement (for ABC's 50k and above)
- Copy of Latest Income/Business Tax Return (for ABC's 500k and above)

If PHILGEPS Red Membership Holder:

- PhilGEPS Registration Number
- Copy of Updated Mayor's/Business Permit
- Duly Notarized Omnibus Sworn Statement (for ABC's 50k and above)
- Copy of Latest Income/Business Tax Return (for ABC's 500k and above)

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 Loc. 716 and 729 or 0919-061-5469.

Very truly yours,


MARIA CRISTINA O. MANGALIMAN
BAC Chairperson

(COMPANY LETTERHEAD)

Date: _____

MARIA CRISTINA O. MANGALIMAN

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	Comply/ Not- Comply	Quoted Price
1	lot	ANNUAL OFFICE RENTAL FOR NCMB – CENTRAL OFFICE FOR FY 2025 <i>Specifications:</i> 1. Contract Duration: January 1, 2025 to December 31, 2025 2. Location: Within Quezon City 3. Leasable area: at least 1,520 sq.m. 4. Parking space: dedicated for at least four (4) parking slots 5. The building is designed in compliance with the Building Code of the Philippines 6. Has existing provisions for light, water, air conditioning, internet and telephone lines 7. Provision for separate comfort rooms (CR) for male and female with lavatories for the use of employees and/or clientele/stakeholders/visitors 8. Free services of 24/7 Security Guard within the main premises of the building 9. VAT Inclusive		

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).
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 **fifteen (15) 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 most advantageous 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. 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.