



REQUEST FOR PRICE QUOTATION

Date: 22 February 2025
RFQ No.: 2025-007

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
60	roll	TAPE, transparent, width 24mm	Php108,210.00
15	piece	RULER, plastic, 450mm (18”), width:38mm min	
32	piece	FLASH DRIVE, 16GB capacity, USB3.0	
82	box	DATA FILE BOX, made of chipboard, with close ends	
2	piece	ERASER, felt, for blackboard/whiteboard	
30	piece	STAPLE REMOVER, plier-type, metal	
23	piece	STAPLER, standard type, load cap: 200 staples min	
46	box	CLIP, back fold, all metal, clamping: 32mm (-1mm)	
152	piece	BALLPEN - BLACK	
42	piece	BALLPEN - BLUE	
19	pack	PHOTOPAPER 260gsm (resin coated with matt finished) (10s per pack)	
45	piece	CERTIFICATE FRAME	
180	ream	PAPER BOND MULTICOPY 80 gsm	
Please refer to the attached technical specifications			

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 28 February, 2025 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

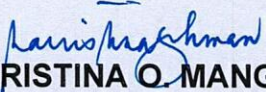
If PHILGEPS Red Membership Holder:

- PhilGEPS Registration Number
- Copy of Updated Mayor's/Business Permit

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 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	Quoted Price
60	roll	TAPE, transparent, width 24mm	
15	piece	RULER, plastic, 450mm (18"), width:38mm min	
32	piece	FLASH DRIVE, 16GB capacity, USB3.0	
82	box	DATA FILE BOX, made of chipboard, with close ends	
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45	piece	CERTIFICATE FRAME	
180	ream	PAPER BOND MULTICOPY 80 gsm	
TOTAL QUOTED PRICE			

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).
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. 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.

Technical Requirements for

TAPE, TRANSPARENT, 24mm

PRODUCT SPECIFICATIONS

- Width (± 1 mm): 24mm
- Usable Length (min.): 50 meters
- Base Material: Biaxially-oriented Polypropylene
- Thickness (min.): 0.040mm
- Adhesion Strength (min.): 6N/24mm
- Breaking Strength (min.): 14N/24mm
- The tape shall be wound uniformly around a core.

Technical Requirements for

RULER, PLASTIC, 450mm

PRODUCT SPECIFICATIONS

- Transparent/Clear
- Ruler Scale: millimeters, centimeters, inches
- Clear and sharp ruler scales.
- The faces and edges of the ruler shall be smooth, no flaw, remarkable bubble, stain and free from twisting, cracking and chipping.
- Ruler Scale Color: Manufacturer's Standard
- Scale Length: 450mm
- Width (min.): 38mm
- Thickness (± 0.25 mm): 2.50mm

Technical Requirements for

FLASH DRIVE

PRODUCT SPECIFICATIONS

- 64GB capacity
- USB version 3.0
- Plug-n-play
- With Memory chip/board firmly embedded in durable casing
- With built-in USB interface cover (e.g. Swivel, Slide/Retractable type)
- Product Warranty: Two (2) years
- Brand shall be engraved/embossed/printed/permanently stickered on the item. Printing shall not be easily removed when scratched.

Technical Requirements for

DATA FILE BOX

PRODUCT SPECIFICATIONS

- With closed ends
- Outside Dimension:
 - Width (min.): 125mm
 - Height (min.): 230mm
 - Length (min.): 400mm
- Material:
 - Chipboard (min.): 3mm thick
 - Leatherette paper for outside cover
 - Coated paper for inside cover
- Front of the box:
 - With finger ring and pocket for label insert
- Assorted colors (red, green, blue and maroon) one shade only

Technical Requirements for

ERASER, FELT, FOR BLACKBOARD/WHITEBOARD

PRODUCT SPECIFICATIONS

- Eraser Material: Felt
- Overall Size (L x W x T) (min.): 125mm x 45mm x 21mm
- Thickness of Felt (min.) : 18mm
- Thickness of Board (min.): 3mm

Technical Requirements for

STAPLE REMOVER, PLIER TYPE

PRODUCT SPECIFICATIONS

- Type: Plier
- Material: Metal
- Shall pass the Performance and Durability Tests.

STAPLER, STANDARD TYPE**PRODUCT SPECIFICATIONS**

- Loading Capacity (min.): 200 staple wires
- Staple pusher shall be a metal piece and not spring.
- Construction/Structure:
 - The handle, base and frame shall be connected respectively and be smooth in repetitive actuation;
 - Loading of the staple wire in the staple magazine shall be easily done;
 - The stapler shall be constructed such that the staple wire will not jam or drop out during stapling;
 - The base shall be so constructed that it is equipped with clincher block having the guide groove aligned with the driver blade so that it can bind properly and easily;
 - The driver blade shall be able to push out and drive the loaded staple wire without deformation;
 - Each part shall have rigidity in meeting the performance of the stapler;
 - As per attached illustration showing the parts of the stapler, however design may vary;
 - Shall pass the Performance Test.

CLIP, BACKFOLD, 32MM**PRODUCT SPECIFICATIONS**

- All metal
- Clamping Length (-1mm): 32mm
- Clamping Depth (min.): 14mm
- Thickness of Metal (min.): 0.30mm
- Diameter of Clip Handles (min.): 1.45mm
- Binding Capacity: At least 12 mm
- Shall pass the required test and evaluation

PAPER, MULTICOPY, A4**PRODUCT SPECIFICATIONS**

- Basis Weight (-3%): 80gsm
- Size (± 2 mm in either direction): A4, 210mm x 297mm
- Sheet Count (min.): 500 sheets per ream
- Trim sizes shall be along machine direction or long grain

Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	300	---
Thickness, mm	0.09	---
Dirt Count, mm^2/m^2	---	15

- Intended application: For laser printer, standard office copier, etc.
- Paper shall be at least Elemental Chlorine Free (ECF)
- Inner lining and flute of the carton box shall be 100% recycled fiber.

Technical Requirements for

BALLPOINT PEN

Pen type	Ballpoint, 1 mm ball Suited to write on matt and glossy paper surfaces, as well as on plastic bags The pen must be capable of writing in a range of climates, from hot and dusty, to humid and cold climates, even after long periods of storage under such conditions
Barrel	Transparent, to allow ink level visibility
Ink	Tropical ink Flow of ink should be fine, smooth and consistent, without blotches The ink shall be easy to read against a white surface
Colours	Black, red, green, blue The colour of the ink should be clear from the appearance of the pen (with the cap attached)
Reservoir	Volume and rate of consumption must be sufficient for a writing length of at least 2 000 meters at 20°C
Cap	Allows easy identification of the ink colour Must fit on the barrel securely, with no sharp edges Must have a breathe hole
Shelf life	All pens supplied must be from fresh stock (maximum 4 months from date of manufacture) and must have a lifespan of 3 years

Technical Requirements for

PHOTO PAPER 260 GSM

- Orange Photopaper Is Resin Coated For High Impact Color Inkjet Printing Of Photos.
- It Has High Stiffness,
- Crease-Resistant And Water Resistance For Image Protection.
- Has Instant Drying Quality To Avoid Smudging.

Technical Requirements for

CERTIFICATE FRAME

- Holds certificates / diplomas / citations
- Super clear transparency
- With flap to prevent certificates from falling off
- With 2 hangers for portrait and landscape orientations
- Size: A4