



REQUEST FOR PRICE QUOTATION

Date : June 5, 2025

RFQ No. : 2025-021

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

Lot No.	Unit	Item/Description	Approved Budget for Contract
1	lot	Lease of venue and accommodation with meals for the conduct of Capacity Building for NCMB GAD Focal Point System Venue: Within Metro Manila Date: June 17-20, 2025 Live-in: 56 pax x P3,500.00 x 4 days (Twin sharing rooms, two separate beds) Meals and Use of Function Room: 17 June 2025: PM Snacks, Lunch & Dinner (56 pax) 18 June 2025: AM & PM Snack, Lunch & Dinner (56 pax) 19 June 2025: AM & PM Snack, Lunch & Dinner (56 pax) 20 June 2025: AM & PM Snack, Lunch (56 pax) with the following amenities: · Complementary breakfast for live-in accommodation · Use of air-conditioned function room, banquet tables, and chairs setup · Use of LED/wide projector screen, LCD backdrop, allotted · Power cables/extension cords for LCD and laptops · Stage with podium · Registration Table, pads, pens/pencils · Free flowing coffee/tea · Mints/candies · Microphones · PA system/tape deck/cd player · Business center services · Standby utility personnel · Free use of strong internet connection · Flag stands (NCMB and Philippine Flag) · Parking space · Use of function room on 17-20 June 2025	Php784,000.00

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 12:00 PM on 10 June 2025 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
- Copy of Latest Income/Business Tax Return

If PHILGEPS Red Membership Holder:

- PhilGEPS Registration Number
- Copy of Updated Mayor's/Business Permit
- Copy of the Latest Income/Business Tax Return

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:

Lot No.	Unit	Item/Description	Bid Amount
1	lot	Lease of venue and accommodation with meals for the conduct of Capacity Building for NCMB GAD Focal Point System Venue: Within Metro Manila Date: June 17-20, 2025 Live-in: 56 pax x P3,500.00 x 4 days (Twin sharing rooms, two separate beds) Meals and Use of Function Room: 17 June 2025: PM Snacks, Lunch & Dinner (56 pax) 18 June 2025: AM & PM Snack, Lunch & Dinner (56 pax) 19 June 2025: AM & PM Snack, Lunch & Dinner (56 pax) 20 June 2025: AM & PM Snack, Lunch (56 pax) with the following amenities: · Complementary breakfast for live-in accommodation · Use of air-conditioned function room, banquet tables, and chairs setup · Use of LED/wide projector screen, LCD backdrop, allotted · Power cables/extension cords for LCD and laptops · Stage with podium · Registration Table, pads, pens/pencils · Free flowing coffee/tea · Mints/candies · Microphones · PA system/tape deck/cd player · Business center services · Standby utility personnel · Free use of strong internet connection · Flag stands (NCMB and Philippine Flag) · Parking space · Use of function room on 17-20 June 2025	

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 **fifteen (15) calendar** days from the 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 a 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 a withholding agent, the NCMB payment is net of taxes.