



**NATIONAL FOOD AUTHORITY**  
**Administrative and General Services Department**

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128  
July 30, 2025

[www.nfa.gov.ph](http://www.nfa.gov.ph)

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**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF THREE HUNDRED EIGHTY-ONE (381) PIECES OF  
CUSTOMIZED PLAQUES FOR THE NFA SERVICE AWARDEES**

In relation to the **Small Value Method of Procurement**, pursuant to Sec. 53.9 of the Implementing Rules and Regulations of RA 9184, please quote your lowest price on the item listed in the attached **Tender Form**. The description of the item, including other requirements, is defined/indicated in the attached **Tender Form**.

Please submit the duly accomplished **Tender Form** and **other required documents** in a **sealed envelope** not later than **August 06, 2025, 12:00 pm**, to:

National Food Authority  
6<sup>th</sup> floor, Administrative and General Services Department  
General Services Division  
Visayas Avenue, Diliman,  
Quezon City

The following **eligibility documents** are also required and shall be submitted;

1. 2025 Mayor's Permit/Business Permit or 2024 Mayor's Permit with proof of payment for 2025 Renewal;
2. 2024 ITR or its equivalent document (2025 Quarterly ITR/Monthly Business Tax Returns);
3. Conformed Bid Form (Technical Specifications) / Terms of Reference;
4. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
5. Original Notarized Omnibus Sworn Statement with Authority of Signatory (Secretary's Certificate, SPA, Partnership Resolution).

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	July 31, 2025 to August 06, 2025
2. Sending of RFQ/Tender Form	July 31, 2025 to August 06, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	August 06, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	August 06, 2025 at 2:00 P.M., AGSD Conference room

The NFA reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

  
**LESLIE M. NAVARRO**  
Chairperson, AGSD Procurement Committee



## TENDER FORM

TO: **LESLIE M. NAVARRO**  
*Chairperson, AGSD Procurement Committee*  
*Administrative and General Services Department*  
**NATIONAL FOOD AUTHORITY**  
 NFA Compound, Visayas Avenue, Barangay Vasra, Diliman  
 Quezon City 1128

After having carefully read and accepted your Technical Specifications, we quote you on the items at prices below:

DESCRIPTION	QUANTITY	ABC	OFFER
<b>SUPPLY AND DELIVERY OF THREE HUNDRED EIGHTY-ONE (381) PIECES OF CUSTOMIZED PLAQUES FOR THE NFA SERVICE AWARDEES</b> <i>Specifications:</i> <i>(Please see attached TOR)</i>	381 pcs.	P574,250.00	
5 years	1 pc.		
10-25 years	367 pcs.		
30-45 years	13 pcs.		
<b>Date needed: On or before September 05, 2025</b> <i>(Please see attached Terms of Reference)</i>			
<b>TOTAL</b>			
<b>Technical Specifications:</b> Please see attached Terms of Reference and Technical Specifications			
<b>Company Name:</b>		<b>TIN:</b>	
<b>Address:</b>		<b>E-mail Address:</b>	
<b>Contact No:</b>		<b>Fax No.</b>	
<b>Supplier's Authorized Representative:</b>		<b>Date:</b>	
<b>Position:</b>			
<b>Signature of Authorized Representative:</b>		<b>Note:</b> <i>"Please see attached Terms of Reference / Technical Specifications for your Reference"</i>	
<b>Mode of Payment:</b> 30 Working Days (Government Terms)			
<b>Warranty:</b> Please see attached TOR			
<b>Delivery:</b> Delivery of 381 pcs. Loyalty Plaques shall be completed on or before September 05, 2025			




<b>PROJECT NUMBER</b>		<b>Supply and Delivery of Three Hundred eighty-one (381) Pieces of Customized Plaques for the NFA Service Awardees</b>		
<b>PROJECT TITLE</b>				
<b>ITEM / LOT INFORMATION</b>				
<b>Item / Lot Description:</b>				
<b>Quantity:</b>				
<b>Unit of Measurement (unit/pcs/lot):</b>				
<b>Enumeration / Inclusions:</b>				
<b>DEADLINE FOR SUBMISSION OF BIDS:</b>				
<b>DEADLINE OF OPENING OF BIDS:</b>				
ITEM#	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS (write down detailed offered specifications)	REFERENCES (include supporting documents / attach brochure / technical data / website, etc.)	END-USER/TWG FINDINGS
1	<b>5 Year Service Award</b> Quantity: 1 Shape: Custom Trapezoid Rectangle (Front and Back) Height: 6 inches Material: Acrylic (2pcs Design) ¼ thick frost body (Front body) ¼ thick frost body (Back Body) with the number 5 in Royal Blue color Text in black and logos etched in corporate color UV printing Black acrylic base sufficient to support the plaque body			
2	<b>10-25 Year Service Award</b> Quantity: 367 Shape: Custom Trapezoid Rectangle (Front and Back) Height: 7 inches Material: Acrylic (2pcs Design) ¼ thick frost body (Front body) ¼ thick frost body (Back Body) with the number 10-25 10-20 Years - Royal Blue Color 25 Years - Silver Color Text in black and logos etched in corporate color UV printing Black acrylic base sufficient to support the plaque body			
3	<b>30-45 Year Service Award</b> Quantity: 13 Shape: Custom Trapezoid Rectangle (Front and Back) Height: 8 inches Material: Acrylic (2pcs Design) ¼ thick frost body (Front body) ¼ thick frost body (Back Body) with the number 30-45 ruby red Text in black and logos etched in corporate color UV printing Black acrylic base sufficient to support the plaque body			
	<b>WARRANTY:</b> 1. The supplier shall replace damaged, broken, or incorrect /erroneous wordings or name, at their own expense within seven (7) government working days after the defect has been reported. 2. In the event that it becomes inevitable that the plaques have to be replaced without the fault of the employee, the supplier shall replace the plaque free of charge and at no cost to the employee or to the NFA, within five (5) calendar days.			
	<b>DELIVERY PERIOD:</b> On or before August 29, 2025			
	<b>PLACE OF DELIVERY:</b> 6th floor Administrative and General Services Department (AGSD), NFA Building, Visayas Avenue, Brgy. Vasra, Diliman, Quezon City			
	<b>PAYMENT TERMS:</b> Government Terms			
	<b>SAMPLE/DEMO UNIT/PROTOTYPE:</b> The winning supplier shall submit to Ms. Maria Nerissa M. Plunzalan, as end-user/AGSD a sample product with the layout of the token within seven (7) days after the receipt of the Notice to Proceed (NTP) for approval. The end-user shall approve the submitted sample within three (3) days.			

In compliance with Republic Act No. 9184, Section 18, and the 2016 Revised Implementing Rules and Regulations, Section 18, brand names are only used because of compatibility with existing platforms or equipment which will maintain performance, functionality and useful life.

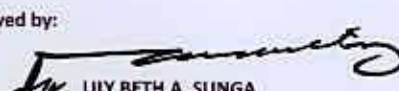
**Note:** Fill in all applicable columns; DO NOT leave any blank. For example, write "comply" and attach a brochure, or provide the actual technical specifications.

Prepared by (End-user/TWG):

  
VALERIE ANN A. ROSARIO  
Personnel Specialist I, AGSD-HRSD

Signature over Printed Name

Evaluated/Approved by:

  
LILY BETH A. SUNGA  
Chief Personnel Specialist, AGSD-HRSD

Signature over Printed Name

Signature of Representative:

Name of Representative:

Position:

Company:

Address:

Telephone/ Fax:

Email:



## **TERMS OF REFERENCE**

### **Supply and Delivery of Three Hundred eighty-one (381) Pieces of Customized Plaques for the NFA Service Awardees**

#### **I. PROJECT TITLE**

Supply and Delivery of National Food Authority (NFA) Service plaques.

#### **II. BACKGROUND/RATIONALE**

The NFA – Programs on Awards and Incentives for Service Excellence (PRAISE) committee is established to rationalize our system of giving corporate awards and incentives. Along with management's support, the Program hopes to provide continuous opportunity for professional growth, upliftment of morale of NFA employees and recognition of employees.

#### **III. TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS**

The winning bidder shall supply and deliver the **Three Hundred eighty-one (381)** pieces of Service plaques in accordance with the technical specifications.

##### **A. TECHNICAL SPECIFICATIONS**

The bidder must comply the following specification:

- **5 Year Service Award**

Specification

- o Quantity: 1
- o Shape: Custom Trapezoid Rectangle (Front and Back)
- o Height: 6 inches
- o Material: Acrylic (2pcs Design)
- o ¼ thick frost body (Front body)
- o ¼ thick frost body (Back Body) with the number 5 in Royal Blue color
- o Text in black and logos etched in corporate color
- o UV printing
- o Black acrylic base sufficient to support the plaque body

- **10-25 Year Service Award**

Specification

- o Quantity: 367
- o Shape: Custom Trapezoid Rectangle (Front and Back)
- o Height: 7 inches
- o Material: Acrylic (2pcs Design)

- o ¼ thick frost body (Front body)
- o ¼ thick frost body (Back Body) with the number 10-25
  - 10-20 Years - Royal Blue Color
  - 25 Years - Silver Color
- o Text in black and logos etched in corporate color
- o UV printing
- o Black acrylic base sufficient to support the plaque body

- **30-45 Year Service Award**

Specification

- o Quantity: 13
  - o Shape: Custom Trapezoid Rectangle (Front and Back)
  - o Height: 8 inches
  - o Material: Acrylic (2pcs Design)
  - o ¼ thick frost body (Front body)
  - o ¼ thick frost body (Back Body) with the number 30-45 ruby red
  - o Text in black and logos etched in corporate color
  - o UV printing
  - o Black acrylic base sufficient to support the plaque body
- each plaques should be in a carrier board box with bubble wrap inside, sufficient to protect the items from risks in delivery
  - As each size of the plaque increases, there should be an increase in width (Take note of the proportion for each height to width).
  - Names of the Service Awardees, E-Signature, wordings on the plaque and logos to be used will be sent through the bidder's official email.
  - Design: (see attached photo)

**WARRANTY:**

- The supplier shall **replace damaged, broken, or incorrect /erroneous wordings or name, at their own expense within seven (7) government working days after the defect has been reported.**
- In the event that it becomes inevitable that the plaques have to be replaced without the fault of the employee, the supplier shall replace the plaque free of charge and at no cost to the employee or to the NFA, within five (5) calendar days.



## **B. TERMS AND CONDITIONS**

1. The winning supplier shall submit the sample plaque to Ms. Maria Nerissa M. Punzalan, designated end-user, within seven (7) calendar days upon receipt of the approved plaque layout and Notice of Award. The end-user shall evaluate and approve the submitted sample plaque within three (3) working days from the receipt and shall then be returned to the supplier as a proof of confirmation. Upon receipt of the final approved sample plaque, the supplier must complete the delivery on or before September 5, 2025.
2. Deliveries rejected for failure to conform to specifications shall be replaced within seven (7) government working days from date of rejection.
3. The delivery of the 381 pieces plaque shall be completed **on or before September 5, 2025.**
4. The delivery of plaques shall be at the 6th floor Administrative and General Services Department (AGSD), NFA Building, Visayas Avenue, Brgy. Vasra, Diliman, Quezon City.

## **IV. ELIGIBILITY REQUIREMENTS**

Prospective Suppliers must submit a complete offer with the following documents duly certified by the company's authorized representative:

- PhilGEPS Certification or print out of PhilGEPS Organizational Number
- Latest / Valid Mayor's Permit / Business Permit
- Latest Income Tax Return (Annual/Quarterly)
- Notarized Omnibus Sworn Statement  
w/ Authority of Signatory

## **V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for the 381 pcs. service award plaques is **Five Hundred Seventy-four Thousand Two Hundred Fifty Pesos (P 574,250.00)** inclusive of all applicable government taxes, fees and other charges.

## **VI. RESPONSIBILITIES OF THE SUPPLIER**

1. The Supplier will supply and deliver plaques according to technical specifications required by the Procuring Entity;
2. The Supplier warrants that all plaques are free from defects.
3. The Supplier must ensure a timely schedule for the supply and delivery of the plaques as specified in Section III of this TOR.

## **VII. RESPONSIBILITIES OF NFA**

1. Check and examine that the supplied and delivered plaques are correct, durable and conforms with the technical specifications; and
2. Pay the Supplier after the satisfactory completion of the project.

## **VII. TERMS OF PAYMENT**

One-time payment shall be made to the Supplier upon full delivery and acceptance of NFA, subject to the submission of complete documentary requirements for payment.

## **VIII. LIQUIDATED DAMAGES**

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every 10% of the amount of the contract, NFA shall rescind the contract, without prejudice to other courses of action and remedies available for NFA.

  
**JOEY C. PIMENTEL**  
*Department Manager, AGSD*

Conforme:

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Supplier's Name and Date



5 -20 Years- Royal Blue

25 Years – Silver

30-45 Years – Ruby Red

5

NATIONAL FOOD AUTHORITY

5 Years in Service

**VALERIE ANN A. ROSARIO**

THANK YOU AND CONGRATULATIONS FOR A JOB WELL DONE!



**LARRY R. LACSON, Ph.D.**  
*NFA Administrator*



2.5 Inch

6 Inch

2.5 Inch

3.5 Inch



5 -20 Years- Royal Blue

25 Years – Silver

30-45 Years – Ruby Red

25

NATIONAL FOOD AUTHORITY

5 Years in Service

**VALERIE ANN A. ROSARIO**

THANK YOU AND CONGRATULATIONS FOR A JOB WELL DONE!



**LARRY R. LACSON, Ph.D.**  
NFA Administrator



2.5 Inch

7 Inch

3.5 Inch

4.5 Inch



# 30

NATIONAL FOOD AUTHORITY

5 Years in Service

**VALERIE ANN A. ROSARIO**

THANK YOU AND CONGRATULATIONS FOR A JOB WELL DONE!



**LARRY R. LACSON, Ph.D.**  
NFA Administrator



2.5 Inch

8 Inch

4.5 Inch

5.5 Inch



