

REQUEST TO SUBMIT PRICE QUOTATION

Lease of Privately-Owned Warehouses within the Mainland Palawan through Alternative Methods of Procurement -Lease of Real Property and Venue for the period July to December 2025

Project Reference No. PWN-GOODS-2025-D-002

The National Food Authority (NFA) Palawan Branch Office, through its Branch Procurement Committee (BPC) will undertake procurement of Lease of Privately-Owned Warehouses within the Mainland Palawan through Alternative Methods of Procurement -Lease of Real Property and Venue for the period July to December 2025 and invites interested bidders to submit their Price Quotations.

Prospective bidders who are owners/operators of warehouses or storage space with or without previous Contract Agreement with NFA are invited to offer their warehouse/s for storage space of NFA stocks. **Please submit your lowest quotation/offer inclusive of VAT and other taxes not later than June 26, 2025, 12:00 NN**, personally or through express delivery / mail.

Details as follows:

Lot No.	Location	Requirement		Rental Rate (P/Sq. M.)	Duration of Lease (Months)	Computed (P)	ABC
		In Bags of 50 kg	In (Sq. M.)				
1	Warehouse 1 - Narra, Palawan	8,050	201.25	149.07	6	180,000.00	
2	Warehouse 2 - Narra, Palawan	8,050	201.25	149.07	6	180,000.00	
TOTAL		16,100	402.50			360,000.00	

The warehouse to be offered must meet a minimum of 75% rating on the required technical specifications and parameters as stated in the attached Terms of Reference (TOR).



NATIONAL FOOD AUTHORITY

Palawan Branch Office



City Government Center, Bgy. Sta. Monica, Puerto Princesa City 5300 | 0917-122-9490 | (048) 717-4776 | palawan@nfa.gov.ph

The schedule of Branch Procurement Committee (BPC) activities is listed as follows:

ACTIVITIES	SCHEDULE
Availability and Issuance of Bid Documents	June 20 to June 25, 2025, 8:00 AM - 5:00 PM / Until June 26, 2025, 8:00 AM – 11:30 AM
Submission and Receipt of Quotations	June 20 to June 25, 2025, 8:00 AM - 5:00 PM / Until June 26, 2025, 8:00 AM – 12:00 NN
Opening and evaluation of Quotations and Documentary Requirements	June 26, 2025, 2:00 PM

A complete set of Bidding Documents may be acquired by interested Bidders from the National Food Authority, Palawan Branch Office, City Government Center, Brgy. Sta. Monica, Puerto Princesa City Palawan or thru NFA Website.

The duly signed sealed quotations and other required documents must be delivered to NFA Palawan Branch Office, City Government Center, Brgy. Sta. Monica, Puerto Princesa City Palawan or through express delivery/mail not later than **June 26, 2025, 12:00 NN**, to address below:

The Chairperson
Branch Procurement Committee
National Food Authority (NFA)
City Government Center, Brgy. Sta. Monica, Puerto Princesa City Palawan

The sealed quotations shall be opened on the same date on **June 26, 2025, 02:00 PM** subject to the Terms and Conditions stated herein:

TERMS AND CONDITIONS:

1. The Procurement of Lease of Privately-Owned Warehouses within the Mainland Palawan through Alternative Methods of Procurement -Lease of Real Property and Venue is open to all warehouse owners/operators with or without previous Contract Agreement with NFA.
2. Bidder must submit their quotations in a sealed envelope using the prescribed Bid Forms (Price Schedule and Bid Form). All entries must be type written / computerized or printed legibly.
3. A certified photocopy of the following documents must be submitted together with the Bid Forms in a sealed envelope:
 - a.) Mayor's Permit/Business Permit for 2025 where the principal place of business is located;
 - b.) PhilGEPS Registration No.;
 - c.) Latest Income/Business Tax Return for 1st quarter of year 2025 or if not applicable Annual ITR for the year 2024, whichever is available.





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- d.) If partnership, corporation, cooperative, or joint venture, please attach Notarized Authority of Signatory (Special Power of Attorney/ Secretary's Certificate / Board Resolution).
4. Late offers shall not be accepted.
 5. The minimum area to be offered per lot should not be less than 125 sq.m. and could accommodate not less than 5,000 bags of stocks.
 6. Price quotations/offers received in excess of the ABC shall be automatically rejected.
 7. Total amount of the quotation/bid should be inclusive of VAT and all other taxes.
 8. The sealed envelopes shall be opened and checked in the presence of the offerors or his authorized representatives who choose to attend the opening of bids for the lease of privately-owned warehouses within the mainland Palawan through alternative methods of procurement -lease of real property and venue.
 9. The award of the contract per lot shall be given to the bidder/s that will be found to have Responsive Quotation / Offer until the total required areas/capacities of the lots are met.
 10. The procedures for the opening of sealed offer/quotation under Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations (IRR) shall be observed.

The NATIONAL FOOD AUTHORITY Palawan Branch Office reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its Revised IRR, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:

JAYSON V. PRUDENTE

Chairman, Branch Procurement Committee
OIC Assistant Branch Manager
NFA Palawan Branch Office

Date of Posting: June 19, 2025

*Posted at : PhilGEPS, NFA Website,
NFA Palawan Branch Office Bulletin Board
and Conspicuous places in Palawan*



TERMS OF REFERENCE (TOR)

A. NAME OF PROJECT

Lease of Privately-Owned Warehouses within the Mainland Palawan through Alternative Methods of Procurement – Lease of Real Property and Venue for the period of July to December 2025

Project Reference No. PWN-GOODS-2025-D-002

B. SUBJECT MATTER OF THE PROJECT

Scope of Services. Provision through lease of the required warehouse/storage space suitable for the storage of NFA grains stock (palay, rice, by-products and others) in Palawan

Required Capacity. Minimum effective capacity of the warehouse to be leased shall not be less than 5,000 bags

Based on computed Quantity/Volume, warehouse/storage space requirement [in Square Meter (Sq. M.)] is computed using the formula and the following assumptions as follows:

$$\text{Area in Sq. M.} = \frac{\text{No. of Bags to be Stored}}{\text{No. of Bags per Cubic Meter}} / \text{Pile height in meters} \times 1.25$$

ASSUMPTIONS:

1. No. of Bags to be stored – Quantity should be based computed or cascaded space requirement on per area of operations
2. No. of Bags per Cubic Meter:
For Palay: 10 bags/cubic meter
For Rice: 15 bags/cubic meter
3. Pile height in meters – 5 meters
4. Computed Area in Sq. M. – To be multiplied by 1.25 for the additional 25% allowance for the spaces between walls, piles, staircase, and working area inside the house.

C. SPECIFICATIONS AND REQUIREMENTS

The necessary/required warehouse/storage space to be offered to NFA shall be in accordance with the following specifications and parameters:

1. FLOOR AREA

As required by the lot to be bid. The floor area should be at least 125 sq.m. to meet the 5,000 bags minimum effective capacity of the warehouse plus the 25% additional allowance for spaces between walls, piles, staircase and working area inside the warehouse.



2. TECHNICAL SPECIFICATIONS AND PARAMETERS

PARAMATERS	REQUIREMENTS	REQUIRED		ACTUAL FINDINGS
		SCORE per item per parameter	WEIGHT (%)per parameter	SCORE per item per parameter
A. STRUCTURAL CONDITION			40%	
1. Built	Concrete or Semi-concrete	6		
2. Trusses	Steel/Wooden (Good Lumber)	4		
3. Height	Minimum of 4 meters from floor to eaves	4		
4. Flooring	Plain cement finish	4		
5. Walls	Concrete or Galvanized or combination of both	4		
6. Doors	Steel or Wooden Door	4		
7. Posts/Columns	Concrete or Steel	4		
8. Roofs	Sturdy G.I. Sheets	4		
9. Ventilation	Continuous Ridge or Rotary or Fixed Ventilator	3		
10. Bird/Rodent Proofing	With bird/rodent proofing devices	3		
11. Flood History	No history of inundation for the last 10 years	15		
12. Additional Facilities		15		
a. Office Space for Personnel		7		
b. Comfort Room		5		
c. Perimeter Fence		3		
13. Supply of Electricity	<input type="checkbox"/> Available <input type="checkbox"/> Reliable <input type="checkbox"/> No. of Lighting Units Wattage <input type="checkbox"/> Phase <input type="checkbox"/> Condition of Wirings	10		
14. Supply of Water	<input type="checkbox"/> Available <input type="checkbox"/> Potable <input type="checkbox"/> Type of Source Distance from Source	10		
15. Parking Space and Access of Trucks		10		
Sub-total Score		100		





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B. LOCATION/SITE AND CONDITION			25%	
1. Accessibility a. as buying station b. as warehouse storage	Proximity (distance in km) to farm areas and to NFA office Proximity (distance in km) to NFA accredited distribution outlets and NFA office	70		
2. Topography/ Elevation	Minimum of 0.10 m above ground line Minimum of .50 m above the nearest roadway	15 15		
Sub-total Score		100		
C. NEIGHBORHOOD DATA			20%	
1. Reasonableness rental rate		40		
2. Property Utilization/Suitability		20		
3. Peace and Order Condition		15		
4. Police and Fire Stations		15		
5. Banks		10		
Sub-total Score		100		

PARAMATERS/ REQUIREMENTS	REQUIRED		ACTUAL FINDINGS
	RATING (%) per item per parameter	WEIGHT (%)per parameter	RATING (%) per item per parameter
D. REAL ESTATE		8%	
The warehouse to be leased shall be: a. suitable for storage of grains b. free from encumbrances, court litigation and other disputes. c. ready for occupancy	30 20 50		
Sub-total Score	100		
E. FREE SERVICES AND FACILITIES		7%	
1. Sleeping Quarters, if any	20		
2. Kitchen, if any	20		
3. Guard House	60		
Sub-total Score	100		
GRAND TOTAL SCORE/RATING		100%	





3. SUMMARY OF ACTUAL RATING FOR TECHNICAL SPECIFICATIONS AND PARAMETERS

PARAMATERS	ACTUAL SUBTOTAL SCORE	REQUIRED WEIGHT PER PARAMETER (%)	ACTUAL WEIGHTED SCORE
A. STRUCTURAL CONDITION		40%	
B. LOCATION AND SITE CONDITION		25%	
C. NEIGHBORHOOD DATA		20%	
D. REAL ESTATE		8%	
E. FREE SERVICES AND FACILITIES		7%	
TOTAL SCORE		100%	
PASSING RATE	75%		
FINAL ADJECTIVAL RATING (PASS/FAIL)			

Specifications of Type A Warehouse are enumerated as follows:

- I. BUILT AND STRUCTURE
 - a. Semi-concrete
 - b. Wall-concrete hollow blocks / concrete plastered finished
 - c. Floor-concrete plastered finished
 - d. Doors-made of steel
 - e. Louvers – concrete louver blocks / steel louvers / fixed or rotary ventilation
 - f. Truss – steel/wooden trusses (good lumber)
 - g. Roof-GI sheets painted finished
 - h. Gutter – steel or concrete
 - i. Fence – concrete
- II. ACCESSORIES / AMENITIES
 - a. Parking space for trucks / vehicles
 - b. Concrete roadway
 - c. Power availability (electric power system)
 - d. Source of water (availability of potable water)
 - e. Office/Sufficient working space for NFA warehouse personnel
 - f. Guard house / space where temporary guard house can be installed
 - g. Location shall be situated along the highway accessible to all types of land transport vehicle

Warehouses which are still fit as storage for NFA stocks but do not conform with the above- mentioned specifications or modifications shall automatically fall under Type B classification.

D. CONTRACT AWARD

The contract shall be awarded on a per lot basis to the bidder who was rated “complying” to the technical specifications and parameters required and have been found to have the Lowest Calculated Responsive Bid.





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E. DURATION OF THE CONTRACT

The warehouse Contract shall become effective as of the first day the Lessee actually occupies the premises as evidenced by Certificate of Actual Occupancy by the Lessee's Branch Manager/Officer-in-Charge, and shall expire on December 31, 2025 or after the lapse of the thirty-day Notice of Termination of the Contract Agreement, whichever comes first.

F. RESERVATION CLAUSE

The NATIONAL FOOD AUTHORITY reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Approved by:

BRANCH PROCUREMENT COMMITTEE


ROSIE P. BARDINAS
Member


BEZALIE S. CAMACHO
Member


GEMARIE R. ASTURIAS
Member


LENARD V. DESAMITO
Vice Chairperson


JAYSON V. PRUDENTE
Chairperson



PRICE SCHEDULE

LOT NO.	
LOCATION	

O F F E R

PARTICULARS OF OFFER	
OFFERED AREA OF WAREHOUSE/STORAGE SPACE (m ²)	
OFFERED RATE PER MONTH	
Add: TAXES IMPUTED PER MONTH	
Type of Tax	
VAT	
Expanded Tax	
TOTAL AMOUNT OF BID for the Offered Area per MONTH, INCLUDING Tax	
TOTAL AMOUNT OF BID for the lot for Six (6) months , INCLUDING Tax	

CERTIFIED CORRECT :

Name, Designation and Signature of duly Authorized Signatory

Name of Bidder : _____

Address : _____

Telephone No. : _____

E- mail Address : _____

BID FORM

(Date)

The Chairperson
Branch Procurement Committee
National Food Authority
Palawan Branch Office
Brgy. Sta. Monica, Puerto Princesa City

Sir/Madam:

Having read the Request to Submit Price Quotation for the Lease of Privately-Owned Warehouses within the Mainland Palawan through Alternative Methods of Procurement- Lease of Real Property and Venue for the period July to December 2025 , the undersigned, offer to provide/lease out warehouse or storage space requirements of NFA Palawan B.O. for Narra Area in the amount indicated below and in consonance with the Price Schedule, attached and made part of this Bid:

Lot No.	
Name of Warehouse	
Exact Location/ Address of Warehouse for Leasing	
Total Area (In square meters)	
Total Rate per Month	
Total Amount For Six (6) Calendar Months	
Total Amount of Bid Before Tax	
Total Amount of Tax	
Total Amount of Bid Including Tax	
Total Amount of Bid in Words	

Name, Designation and Signature of duly Authorized Signatory

Name of Bidder : _____

Address : _____

Telephone No. : _____

E- mail Address : _____