



**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)

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF THREE HUNDRED EIGHTY-ONE (381) PIECES OF  
LOYALTY SERVICE JACKETS/TOKENS FOR THE NFA SERVICE AWARDS**

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 LOYALTY SERVICE JACKETS/TOKENS FOR THE NFA SERVICE AWARDS</b> <i>Specifications:</i> <i>(Please see attached TOR)</i>	381 pcs.	P574,250.00	
<div style="text-align: center;">5 years</div>	1 pc.		
<div style="text-align: center;">10-25 years</div>	367 pcs.		
<div style="text-align: center;">30-45 years</div>	13 pcs.		
<i>Date needed: On or before September 05, 2025</i> <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>Note:</b>	
<b>Signature of Authorized Representative:</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			



**BID FORM (TECHNICAL SPECIFICATIONS)  
NATIONAL FOOD AUTHORITY - CENTRAL OFFICE**

<b>PROJECT NUMBER</b> <b>PROJECT TITLE</b>		<b>Supply and Delivery of Three Hundred Eighty One (381) Pieces of Loyalty Service Tokens for the NFA Service Awards</b>		
<b>ITEM / LOT INFORMATION</b> Item / Lot Description: _____ Quantity: _____ Unit of Measurement (unit/pcs/lot): _____ Enumeration / Inclusions: _____ <b>DEADLINE FOR SUBMISSION OF BIDS:</b> _____ <b>DEADLINE OF OPENING OF BIDS:</b> _____				
ITEM#	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS <small>(write down detailed offered specifications)</small>	REFERENCES <small>(include supporting documents) (attach brochure / technical data / website, etc.)</small>	END-USER/TWG FINDINGS
1	<b>Hand portable rechargeable fan for 5 Year Service Awardee</b> Quantity: 1 Color: black ; Material: Plastic Dimension: 2.3"*2.4"*6.2 Battery Capacity: at least 5000mAh Fan Speed: 0-100 level speed adjustment Charging Time: 2-3 Hours Battery Life: 12 Hours With UV DTF print official NFA logo (20mm)	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
2	<b>Customized Non-Reversible Jacket for 10-25 Year Service Awardee</b> Quantity: 367 With non-reversible zipper pull Corporate jacket / Microfiber With side pockets on both sides With a buttoned type wrist With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey) Color : navy blue Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
3	<b>Customized Reversible Jacket for 30-45 Year Service Awardee</b> Quantity: 13 Reversible zipper pull Corporate jacket / Microfiber With side pockets on both sides With a buttoned type wrist With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey) Color : black and khaki Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
	<b>WARRANTY:</b> 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 tokens have to be replaced without the fault of the employee, the supplier shall replace the tokens free of charge and at no cost to the employee or to the NFA, within seven (7) government working days.	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
	<b>DELIVERY PERIOD:</b> On or before <u>5 September 2025</u>	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
	<b>PLACE OF DELIVERY:</b> 6th floor Administrative and General Services Department (AGSD), NFA Building, Visayas Avenue, Brgy. Vasra, Diliman, Quezon City	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
	<b>PAYMENT TERMS:</b> Government Terms	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>
	<b>SAMPLE/DEMO UNIT/PROTOTYPE:</b> The winning supplier shall submit to Ms. Maria Nerissa M. Punzalan , 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.	<small>(The Supplier)</small>	<small>(For End-user/TWG)</small>	<small>(For End-user/TWG)</small>

*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):

SCHO C. FILARCA

Signature over Printed Name

Evaluated/Approved by:

LILY BETH A. SUNGA

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 Loyalty Service Jackets/Tokens for the NFA Service Awards**

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

Supply and Delivery of National Food Authority (NFA) Loyalty Service Jackets/Tokens.

#### **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**

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

The bidder must comply the following specifications:

- **5 Year Service Award**

Specifications:

- o Quantity: 1
- o Hand portable rechargeable fan
- o Color: black ; Material: Plastic
- o Dimension: 2.3"\*2.4"\*6.2
- o Battery Capacity: at least 5000mAh
- o Fan Speed: 0-100 level speed adjustment
- o Charging Time: 2-3 Hours
- o Battery Life: 12 Hours
- o With UV DTF print official NFA logo (20mm)

- **10-25 Year Service Award**

Specifications:

- o Quantity: 367
- o Customized Non-Reversible Jacket
- o With non-reversible zipper pull
- o Corporate jacket / Microfiber
- o With side pockets on both sides
- o With a buttoned type wrist

- o With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey)
- o Color : navy blue
- o Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL

- **30-45 Year Service Award**

Specifications:

- o Quantity: 13
- o Customized Reversible Jacket
- o Reversible zipper pull
- o Corporate jacket / Microfiber
- o With side pockets on both sides
- o With a buttoned type wrist
- o With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey)
- o Color : black and khaki
- o Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL

- 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 Jackets/Tokens have to be replaced without the fault of the employee, the supplier shall replace the Jackets/Tokens free of charge and at no cost to the employee or to the NFA, within seven (7) government working days.

**B. TERMS AND CONDITIONS**

1. The winning supplier shall submit the sample Jackets/Tokens to Ms. Maria Nerissa M. Punzalan, designated end-user, within seven (7) calendar days upon receipt of the approved Jackets/Tokens layout and Notice of Award. The end-user shall evaluate and approve the submitted sample Jackets/Tokens 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 Jackets/Tokens, 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 Jackets/Tokens shall be completed **on or before September 5, 2025.**
4. The delivery of Jackets/Tokens 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 with Authority of the Signatory
- Conformed Technical Specifications Form or Terms of Reference

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

The ABC for the 381 pcs Loyalty Service Jackets/Tokens are **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 Jackets/Tokens according to technical specifications required by the Procuring Entity;
2. The Supplier warrants that all Jackets/Tokens are free from defects.
3. The Supplier must ensure a timely schedule for the supply and delivery of the Jackets/Tokens.

#### **VII. RESPONSIBILITIES OF NFA**

1. Check and examine that the supplied and delivered Jackets/Tokens 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:**

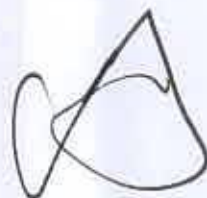
\_\_\_\_\_  
Supplier's Name and Date



#### 5 YEARS SERVICE AWARDEES

- Quantity: 1
- Hand portable rechargeable fan
- Color: black
- Material: Plastic
- Dimension: 2.3"\*2.4"\*6.2
- Battery Capacity: at least 5000mAh
- Fan Speed: 0-100 level speed adjustment
- Charging Time: 2-3 Hours
- Battery Life: 12 Hours
- With UV DTF print official NFA logo (20mm)





#### **10-25 YEARS SERVICE AWARDEES**

- Quantity: 367
- Customized Non-Reversible Jacket
- With non-reversible zipper pull
- Corporate jacket / Microfiber
- With side pockets on both sides
- With a buttoned type wrist
- With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey)
- Color : navy blue
- Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL



#### **30-45 YEARS SERVICE AWARDEES**

- Quantity: 13
- Customized Reversible Jacket
- Reversible zipper pull
- Corporate jacket / Microfiber
- With side pockets on both sides
- With a buttoned type wrist
- With embroidered NFA Logo on the left chest area (2 inches) (silhouette grey)
- Color : black and khaki
- Sizes Available: Extra Small, Small, Medium, Large, XL, 2XL, 3XL and 4XL