



NATIONAL FOOD AUTHORITY
Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128
July 28, 2025

www.nfa.gov.ph

REQUEST FOR QUOTATION (RFQ)

**SUPPLY AND DELIVERY OF CUSTOMIZED DRI-FIT POLO SHIRTS FOR
ACCOUNTANTS AND BUDGET OFFICER CONFERENCE CY 2025**

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 01, 2025, 12:00 pm**, to:

National Food Authority
6th 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 29, 2025 to August 01, 2025 |
| 2. Sending of RFQ/Tender Form | July 29, 2025 to August 01, 2025 until 12:00 PM |
| 3. Deadline for Submission of RFQ/Tender Form | August 01, 2025 until 12:00 PM |
| 4. Opening of RFQ/Tender Form | August 01, 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. NAYARRO
Chairperson, AGSD Procurement Committee



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

| PROJECT NUMBER PROJECT TITLE | | SUPPLY AND DELIVERY OF CUSTOMIZED DRI-FIT POLO SHIRTS FOR ACCOUNTANTS AND BUDGET OFFICER CONFERENCE CY 2025 THROUGH NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT (SECT 53.9) | | |
|---|---|---|---|-----------------------|
| ITEM / LOT INFORMATION Item / Lot Description: _____ Quantity: <u>170</u> Unit of Measurement (unit/pcs/lot): <u>PCS</u> Enumeration / Inclusions: _____ DEADLINE FOR SUBMISSION OF BIDS: _____ DEADLINE OF OPENING OF BIDS: _____ | | | | |
| 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. | Polo Shirt | | | |
| | Quantity: 170 | | | |
| | Material: Dri-Fit Polydex | | | |
| | Texture: Plain Smooth | | | |
| | Style: Collared Polo, short sleeves | | | |
| | Layout: Subject for approval by the End-User | | | |
| | Sizes: Assorted (XS to 4XL) Unisex | | | |
| | Color: Gradient Green/Green | | | |
| | Logo 1: Size (0.75 inches), Front Left Corner, Upper Chest Area "FINANCE" or Size (0.50 inches) "FINANCE" + double line + "ACCOUNTING" + "& BUDGET" | | | |
| | Logo 2: Back Center, "NFA Logo + NFA" Size (1.75 inches), Upper Middle-Left Corner "NFA Official Logo"; Size (0.75 inch per word), Beside NFA Logo, Placed Vertically, one word per line | | | |
| | 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. | | | |
| | DELIVERY PERIOD: 1.) First (1st) Batch Delivery (70 pcs): On or before August 08, 2025. 2.) Second (2nd) Batch Delivery (100 pcs): Within fifteen (15) calendar days upon receipt of Purchase Order (PO). | | | |
| | PLACE OF DELIVERY: NFA – Central Office Building, 6th Floor, Finance Department, Visayas Avenue, Barangay Vasra, Quezon City | | | |
| | PAYMENT TERMS: Government Terms | | | |
| | SAMPLE/DEMO UNIT/PROTOTYPE: The supplier shall submit a sample shirt draft to Mr. Philip Paul Anthony D. Butac, the end-user from the Finance Division, within two (2) working days upon receipt of the Notice of Lowest Calculated Bid. Please refer to the attached document for the draft design. | | | |

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

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):

PHILIP PAUL ANTHONY BUTAC

Accountant II, FD-AD

Signature over Printed Name

Evaluated/ Approved by:

MARK JING D. TAYACTAC

Department Manager, FD-AD

Signature over Printed Name

Signature of Representative: _____

Name of Representative: _____

Position: _____

Company: _____

Address: _____

Telephone/ Fax: _____

Email: _____

TERMS OF REFERENCE

I. PROJECT TITLE

SUPPLY AND DELIVERY OF CUSTOMIZED DRI-FIT POLO SHIRTS FOR ACCOUNTANTS AND BUDGET OFFICER CONFERENCE CY 2025 THROUGH NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT (SECT 53.9)

II. BACKGROUND / RATIONALE

The National Food Authority (NFA), through its Bids and Awards Committee (BAC), shall undertake the procurement of One Hundred Seventy (170) Customized Dri-Fit Polo Shirts to be used during the Accountants and Budget Officer Conference scheduled from August to September 2025, divided into four (4) clusters. This initiative aims to promote unity, professionalism, and organizational identity throughout the conduct of the event.

III. SCOPE OF WORKS, TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS

A. SCOPE OF WORK

The winning supplier shall:

- Produce, print, and deliver customized collared Dri-Fit polo shirts;
- Ensure conformity with the approved design, material, and specifications;
- Coordinate with the End-User for sizing arrangements;
- Deliver items in two batches according to schedule of requirements.

B. TECHNICAL SPECIFICATION

| Item | Specifications |
|-------------|---|
| Material | Dri-Fit polyester |
| Texture | Plain Smooth |
| Style | Collared polo, short sleeves |
| Color | Gradient Green/Green |
| Sizes | Assorted (XS to 4XL) – based on submitted size matrix |

| | |
|-----------|--|
| Design | <p>Logo 1: Size (0.75 inches), Front Left Corner, Lower Chest Area "FINANCE" Or Size (0.50 inches) "FINANCE" + double line + "ACCOUNTING" + "& BUDGET"</p> <p>Logo 2: Back Center, "NFA Logo + NFA": a. Size (1.75 inches), Upper Middle-Left Corner "NFA Official Logo"; b. Size (0.75 inch per word), Beside NFA Logo, Placed Vertically, one word per Line (<i>See Annex A</i>)</p> |
| Printing | Full Sublimation |
| Quantity | 170 pieces |
| Packaging | Individual polybag |

C. DELIVERY SCHEDULE/SCHEDULE OF REQUIREMENTS

1. Submission of sample shirts (based on three [3] designs as specified in Annex A): Within two (2) calendar days from receipt of Notice of Lowest Calculated Bids.
2. First (1st) Batch Delivery (70 pcs): On or before August 08, 2025.
3. Second (2nd) Batch Delivery (100 pcs): Within fifteen (15) calendar days upon receipt of Purchase Order (PO).
4. All deliveries shall be at NFA – Central Office Building, 6th Floor, Finance Department, Visayas Avenue, Barangay Vasra, Quezon City
5. The supplier shall shoulder all the delivery expenses for the goods, including the cost of delivery replacement for the damaged items. All expenses, losses and damage that may be incurred while the goods are in transit from the supplier's depot to NFA shall be for the supplier's account.

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

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **PESOS: NINETY-THREE THOUSAND PESOS (PHP 93,000.00)** inclusive of all applicable government taxes, fees and other charges.

VI. TERMS AND CONDITIONS

A. RESPONSIBILITIES OF NFA

1. Issue one-time use Purchase Order (PO);
2. Immediately notify the Supplier of any changes in PO;
3. Supply the design draft (Annex A) and all technical specifications needed to commence the sample development and shirt production;
4. Approve the final shirt layout and pre-production sample before full production;
5. Submit an accurate list of required shirt sizes (XS to 4XL) prior to the start of production;
6. Maintain timely communication with the supplier regarding approval of samples, delivery schedules, or any revisions required;
7. Upon delivery of the goods, the NFA Inspection Committee shall conduct inspection as to the specifications and quantity of goods delivered;
8. Notify the supplier immediately of any delivery defects, design deviations, or quantity errors for appropriate corrective action;
9. Pay the Supplier in the form of check within five (5) calendar days following the receipt of complete documents;

B. RESPONSIBILITIES OF THE SUPPLIER

1. Manufacture and deliver 170 customized collared Dri-Fit polo shirts in accordance with the approved technical specifications, design layout, sizes, and materials.
2. Re-create a high-resolution version of the provided design (see Annex A) suitable for professional printing, to be used as basis for production.

Submission of the file is not required, but final shirt output must match the approved layout.

3. Provide actual shirt sample based on three designs for evaluation and final approval by the End-User prior to mass production.
4. Comply with Delivery Schedule as indicated in Section III.
5. Maintain coordination with the NFA-End User unit throughout the process – from design approval to delivery and acceptance.
6. Guarantee that all delivered shirts meet acceptable industry quality standards and conform to the approved specifications.
7. Replace any shirts that are found to be damaged, incorrect in size, or not compliant with the approved sample/design at no additional cost to the NFA.

VII. TERMS OF PAYMENT

1. Payments shall be made only upon a certification by the End-user to the effect that the Services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted;
2. The Supplier's request(s) for payment shall be made to the NFA in writing, accompanied by required documents to support the request including an invoice describing, as appropriate, the Goods delivered and/or Services performed, and upon fulfillment of other obligations stipulated in this Contract;
3. Payments shall be made promptly by the NFA, but in no case later than five (5) calendar days after submission of an invoice or claim by the Supplier, subject to NFA Accounting and Auditing Rules and Regulations; and
4. Payment shall be made at NFA Central Office only. The supplier shall issue official receipt addressed to NFA as proof of 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.

IX. VENUE

All matters pertaining to the interpretation of the Contract shall be heard exclusively in the proper Courts of Quezon City.

Approved by:


MARK JING D. TAYACTAC
Department Manager, FD

CONFORME:

Supplier's Name and Signature

Name of Company

Address

Contact Details/Email Address

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 |
|--|----------|---|-------|
| SUPPLY AND DELIVERY OF CUSTOMIZED DRI-FIT POLO SHIRTS FOR ACCOUNTANTS AND BUDGET OFFICER CONFERENCE CY 2025 <i>Specifications: (Please see attached Terms of Reference and Technical Specifications)</i> | 170 PCS | P93,000.00 | |
| TOTAL | | | |
| Technical Specifications: Please see attached Terms of Reference and Technical Specifications | | | |
| Company Name: | | TIN: | |
| Address: | | E-mail Address: | |
| Contact No: | | Fax No. | |
| Supplier's Authorized Representative: | | Date: | |
| Position: | | | |
| Signature of Authorized Representative: | | Note: <i>"Please see attached Terms of Reference / Technical Specifications for your Reference"</i> | |
| Mode of Payment: 30 Working Days (Government Terms) | | | |
| Delivery period: 1. First (1 st) batch Delivery (70 pcs.) on or before August 8, 2025 2. Second (2 nd) batch delivery (100 pcs.) within fifteen (15) CD upon receipt of Purchase Order | | | |
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