



**NATIONAL
FOOD
AUTHORITY**

Regional Office 1, Urbiztondo, San Juan, La Union, Tel No. (072) 682-9143 Fax. No. (072) 242-5907 Email: nfaregion1@yahoo.com

REQUEST FOR QUOTATION

Date : _____

Quotation No. : _____

Company Name

Address

Sir/Madam:

Please quote your lowest price, inclusive of VAT on the item/s listed below, subject to the Terms and Conditions attached. Please submit your quotation duly signed by you or your representative together with one (1) original/certified photocopy of the eligibility documents stated below **not later than June 28, 2018; 9:00AM** in a sealed envelope addressed to the Regional Bids and Awards Committee:

- A. PhilGEPS Certificate of Registration (Platinum Membership);
- B. DTI Business Name Registration or SEC Registration Certificate or CDA Registration Certificate;
- C. Tax Clearance
- D. Omnibus Sworn Statement

You or your authorized representative is requested to be present during the opening of the envelope of your quoted price which shall be undertaken at the National Food Authority Regional Office 1, San Juan, La Union.

MYRNA R. DOMINGO
Asst. Regional Director/
RBAC Chairperson

Lot No.	DESCRIPTION	Amount/Offer, Php (Inc. of VAT)
1	Repair/ rewinding of two (2) units 7,620/13,200 – 120/240V, 37.5 kVA distribution transformers and refurbishing of one (1) unit 7,620/13,200 – 120/240V, 37.5 kVA transformer.	

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

The NFA reserves the right to reject any or all bid/offer to waive any formality herein or to accept conditions most advantageous to the agency.

Printed Name & Signature

Contact No.

Date

IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.

TERMS AND CONDITIONS
FOR THE REPAIR/ REWINDING OF TWO (2) UNITS 7,620/13,200 – 120/240V, 37.5 kVA
DISTRIBUTION TRANSFORMERS AND REFURBISHING OF ONE (1) UNIT 7,620/13,200 – 120/240V, 37.5
kVA DISTRIBUTION TRANSFORMER
(Solicitation No. RFQ-RBAC-ROI-2018-F-001)

I. PROJECT DESCRIPTION AND PURPOSE

Repair/rewinding of two (2) units 7,620/13,200 – 120/240V, 37.5 kVA distribution transformers and refurbishing of one (1) unit 7,620/13,200 – 120/240V, 37.5 kVA distribution transformer for NFA La Union Compound.

II. SUBMISSION OF SEALED QUOTATION:

- | | | |
|---|---|---|
| 1. Date and Time of Submission | : | On or before <u>June 28, 2018; 9:00 AM</u> |
| 2. Form of Submission | : | Thru sealed envelope/Personalized Delivery or thru waybill (DHL, LBC, etc.) |
| 3. Authorized person to receive quotation | : | RBAC Secretariat. c/o RISO Liza R. Balagot |

III. OPENING OF QUOTATIONS

- | | | |
|-----------------------------|---|--|
| 1. Date and Time of Opening | : | <u>June 28, 2018; 9:01 AM</u> onward |
| 2. Place | : | NFA Regional Office 1, San Juan, La Union |
| 3. Parties to be present | | |
| a) RBAC | | d) Service Provider/ Authorized Representative |
| b) TWG | | e) Observer |
| c) Secretariat | | |

IV. SCHEDULE OF REQUIREMENTS

Description	Qty	Unit	ABC (PhP)
Repair/rewinding of two (2) units 7,620/13,200 – 120/240V, 37.5 kVA distribution transformer and refurbishing of one (1) unit 7,620/13,200 – 120/240V 37.5 kVA distribution transformer.	1	lot	159,020.00

V. ELIGIBILITY DOCUMENTS

Prospective bidders shall submit one (1) certified photocopy of the following documents during submission of sealed quotation :

Legal Documents

1. PhilGEPS Certificate of Registration (Platinum)
2. DTI Business Name Registration or SEC Registration Certificate or CDA Registration Certificate
3. Tax Clearance

4. Omnibus Sworn Statement (Annex A)

VI. HOW TO BID

All bids that exceed the ABC shall be rejected outright.

VII. CONDITIONS IN THE DETERMINATION OF THE LOWEST CALCULATED BID

In case of a tie in the Lowest Calculated Bid (LCB) between two bidders, this shall be resolved through toss coin. In case of multiple ties, it shall be resolved through draw lots.

VIII. PERFORMANCE SECURITY

The Performance Security shall be in amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (not less than the required percentage of the Total Contract Price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank.	
c. Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

IX. WARRANTY

The contractor shall acknowledge receipt and assume full responsibility on the transformers from the time of disconnection and pick up at NFA La Union compound, San Juan, La Union up to the installation/commissioning of the newly repaired/refurbished units.

To ensure that defects shall be corrected by the contractor, the units shall be covered by a warranty of a minimum of one (1) year after the installation/commissioning.

X. OBLIGATIONS OF THE CONTRACTOR

1. The contractor shall conduct inspection on the three (3) units 37.5 kVA distribution transformer at NFA Regional Office compound San Juan, La Union prior to the submission of price quotation.
2. To disconnect and pick up the units for repair at NFA Regional Office compound San Juan, La Union upon receipt of the Notice to Proceed.

3. To provide all labor and materials needed in the repair/rewinding of two (2) units 7,620/13,200 – 120/240V, 37.5 kVA distribution transformers and refurbishing of one (1) unit 7,620/13,200 – 120/240V ,37.5 kVA distribution transformer.
4. To deliver the newly repaired/rewind and refurbished units within thirty (30) calendar days upon receipt of the Notice to Proceed, to La Union Electric Company (LUECO) , San Fernando, La Union for the conduct of testing in compliance to local electric company's standard operating procedure.
5. To personally or through his authorized representative, witness the testing to be conducted by LUECO and to be present during the installation/commissioning of said items.
6. To secure at contractor's own expense the transformer test results from LUECO, San Fernando City, La Union.
7. After the conduct of the testing, the units shall be subsequently delivered to the project site at NFA Regional Office compound, Brgy. Urbiztondo, San Juan, La Union together with a DENR Polychlorinated Biphenyls (PCB) Certificate. Delivery shall be covered by Charge Invoice and Delivery Receipt.
8. All expenses, losses and damages which may be incurred while the item for delivery is in transit to LUECO Testing Laboratory and the project site shall be borne by the supplier.
9. Contractor shall bill NFA upon completion of the works and after the complete submission of the required documents as mentioned in item XI.4.

XI. OBLIGATIONS OF THE NFA

1. To issue a Purchase Order simultaneous with the Notice of Award.
2. To serve the Notice to Proceed indicating therein the description of the project and location.
3. The NFA Inspection Team to inspect the units, witness the conduct of testing at LUECO Testing Laboratory in San Fernando City, La Union and witness the commissioning/energizing of the three (3) units 7,620/13,200 – 120/240V, 37.5 kVA transformer for NFA La Union Compound.

Team Leader: Regional Engineer
 Members : Regional Operations Officer
 Regional Administrative Officer
 Regional Accountant

Should there be defects, non-conformity with specifications and any other reasons for rejection, the NFA shall notify the contractor immediately thereof.

4. The NFA shall pay the contractor upon the presentation of the following documents:
 - a. Accomplished Voucher
 - b. Sales Invoice (original copy)
 - c. Delivery Receipt
 - d. Notice of Award

- e. Notice to Proceed
- f. Purchase Order
- g. Certificate of Inspection by the NFA
- h. Certificate of Completion
- i. Transformer Test Result from LUECO.

Cheque payment shall be made upon submission of complete documents as enumerated above subject to usual NFA accounting and auditing rules and regulations.

XI. LIQUIDATED DAMAGES

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

PREPARED BY: TECHNICAL WORKING GROUP (TWG):

JONATHAN U. CORPUZ
REngr – Chairman

ENGR. JEOFFREY S. PARATON
R.O.O.- Member

ENGR. ALEXIS J. ACHERO
GOO II – Member

Recommending Approval: **REGIONAL BIDS AND AWARDS COMMITTEE**

CECILIA A. CONCUBIERTA
Prov'l Mgr./ Member

BEVERLYN P. PERALTA, Ph.D.
Prov'l Mgr. / Member

VERALEW DG. DE VERA
Prov'l Mgr. / Member

RAMON B. CUARESMA , ASEAN ENGR.
Prov'l Mgr. / Vice Chairperson

ENGR. FORTUNATO B. BULAO
Prov'l Mgr. / Vice Chairperson

MYRNA R. DOMINGO
Asst. Regional Director/RBAC Chairperson

APPROVED:

PIOLITO C. SANTOS
Regional Director/HOPE

Repair/rewinding of two (2) units 7,620/13,200 – 120/240V, 37.5 kVA distribution transformers and refurbishing of one (1) unit 7,620/13,200 – 120/240V, 37.5 kVA distribution transformer.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____