



Republic of the Philippines
NATIONAL FOOD AUTHORITY
Regional Office No. 1
San Juan, La Union

Tel Nos.: (072) 607-6708 & (072) 242-5927 / Website: www.nfa.gov.ph
E-mail Address: nfaregion1@yahoo.com / Fax No.: (072) 242-5907

TERMS AND CONDITIONS
PROCUREMENT OF NFA-REGION I
2017 PHOSPHINE DETECTOR TUBES REQUIREMENTS
(DIRECT CONTRACTING)

A. SUBMISSION OF SEALED QUOTATIONS

1. Date and Time of Submission : On or before January 23, 2017; 1:00 PM
2. Form of Submission : Thru sealed envelope/Personal Delivery or thru waybill (DHL, LBC, etc.)
3. Authorize person to Receive quotation : RBAC Sec. c/o Liza R. Balagot

B. OPENING OF QUOTATIONS

1. Date and Time of Opening : January 23, 2017; 1:00 PM onwards
2. Place : NFA Regional Office 1, San Juan, La Union
3. Parties to be present
 - a) RBAC/TWG/Secretariat/End-Users
 - b) Supplier/Authorized representative (optional)
 - c) Observers

C. SCHEDULE OF REQUIREMENTS

LOT No.	PHOSPHINE GAS DRAW PUMP	UNIT OF MEASURE	QUANTITY	UNIT COST PhP*	APPROVED BUDGET FOR THE CONTRACT*	Cost of Bidding Documents
1	**MSA KWIK DRAW PUMP	piece	1,792	₱430.00	₱770,560.00	1,000.00
2	**UNIPHOS GAS DRAW PUMP	piece	282	₱360.00	₱101,520.00	500.00
APPROVED BUDGET FOR THE CONTRACT					₱872,080.00	

** PRICES INCLUSIVE OF VAT*

***EXCLUSIVE DISTRIBUTORSHIP*

For a bid offer to qualify, it shall not exceed the ABC for each item.

I. QUALIFICATIONS OF A BIDDER

1. Exclusive/sole Manufacturer/Distributor/Supplier engaged in the manufacture/importation/sale of MSA and UNIPHOS phosphine gas draw pumps and phosphine detector tubes; and
2. Not blacklisted/defaulting contractor of NFA.

II. DOCUMENTARY REQUIREMENTS

The following requirements shall be submitted by the bidder:

1. Duly Accomplished Price Quotation;
2. PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of this IRR: *Provided*, That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of this IRR;
3. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents;
4. Current Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: *Provided*, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.

5. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

III. TECHNICAL REQUIREMENTS

1. Audited financial statements for the year 2015, stamped "Received" by the BIR or its duly accredited and authorized institutions, such as:
 1. Balance Sheet
 2. Income Statement
 3. Independent Auditor's Report certifying that he/she has audited the Financial Statements.

IV. POST-QUALIFICATION

1. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid (LCB), the Bidder shall submit the following documentary requirements:

- a. Latest income and business tax returns (2nd and 3rd Quarters of 2016)
- b. Certificate of Exclusive/Sole Distributorship

V. OBLIGATIONS OF NFA

1. ON DELIVERIES

- a. To issue Notice of Award and Purchase Order.
- b. To serve the Notice to Proceed within three (3) calendar days upon approval of the contract indicating therein the description of item/s and quantity/ies and place of delivery which is NFA-Regional Office I, San Juan, La Union.
- c. To conduct inspection upon delivery of said items in the presence of supplier or his authorized representative. For this purpose, a team shall be created with the following composition:

Team Leader	: Regional Engineer
Members	: Regional Operations Officer
	: Administrative Officer
	: Regional Accountant
	: Regional Standards and Quality Assurance Officer
Observer	: COA Representative

Should there be defects, non-conformity with specifications and any other reasons for rejection, NFA shall notify the supplier immediately on the occurrence and reasons for rejects and advise the same for the replacement of the rejected items within five (5) working days from the receipt of the Notice of Rejection.

No rejected items shall be withdrawn by the supplier until their replacements have been delivered and accepted by NFA.

Failure to deliver the items on the specified delivery period for any cause not attributed to NFA shall make the supplier liable to liquidated damages as specified under item VI-d.

- d. To issue an Inspection and Acceptance Report for every delivery of phosphine detector tubes in accordance with the technical specifications and quantity awarded.
- e. The phosphine detector tubes shall be deemed finally accepted upon issuance of the Certificate of Inspection and Acceptance.

2. ON PAYMENTS

- a. The NFA shall pay the supplier within fifteen (15) working days, upon submission of complete documents subject to usual accounting and auditing rules and regulations.
- b. Documents to be submitted by the supplier are the following:
 1. Original copy of the Charge Invoice and Billing Statement
 2. Original copy of the Delivery Receipt/s
 3. Photocopy of the Notice of Award
 4. Photocopy of the Notice to Proceed
 5. Photocopy of the Purchase Order
 6. Certificate of Inspection by the NFA
 7. Certificate of Completion and Acceptance

VI. OBLIGATIONS OF THE SUPPLIER

1. ON DELIVERIES

- a. The Supplier shall deliver the items at NFA Regional Office I, San Juan, La Union within ten (10) working days upon receipt of the Notice to Proceed. Every delivery shall be covered by a Charge Invoice and Delivery Receipt.
- b. The Supplier shall deliver the items properly wrapped/packed/labeled and shall coordinate with the Inspection Committee as to the date and time of delivery.
- c. The Supplier shall personally or through his/her authorized representative, witness the inspection to be conducted by the NFA Inspection Committee.
- d. Failure to deliver the items on the specified delivery period for any cause not attributable to NFA shall make the Supplier liable to penalty of one tenth (1/10th) of one percent (1%) of the money value of undelivered quantity for every day of delay, but not to exceed twenty (20) days, otherwise, the contract shall be rescinded.
- e. All expenses, losses and damages, which may be incurred while the items for delivery are in transit to NFA-Regional Office I, San Juan, La Union shall be borne by the Supplier.

2. REPLACEMENT OF REJECTS/BAD ORDERS

- a. All rejected items shall remain with the NFA until the delivery of the replacements within five (5) working days after receipt of the Notice of Rejection. Failure to replace the rejected items within the prescribed period, the NFA shall make the supplier liable to liquidated damages as specified under item VI-d.
- b. Expenses incurred in the delivery of replacement of rejected items shall be borne by the Supplier.

3. BILLING

The Supplier shall bill NFA upon completion and acceptance of all the deliveries and compliance with the procedure and document requirements.

VII. LIABILITIES OF THE SUPPLIER/PENALTIES

1. It is understood that time is of the essence and in case of failure of the Supplier to comply with the terms and conditions set forth, the bidder shall be held liable in accordance with existing laws and decrees if the fault is attributable to him/her.
2. The Supplier shall be penalized in case he/she fails to deliver the phosphine detector tubes within the specified delivery period or delivers only partially, or fails to replace the rejected quantity within the time specified. Supplier agrees to pay a penalty of one tenth (1/10th) of one percent (1%) of the money value of the undelivered quantity for every day of delay, which amount of penalty shall be deducted from any amount due to him/her from NFA.
3. No penalty for delay shall be imposed on the Supplier if the cause of delay is imputable to NFA or to any fortuitous event or force majeure. However, Supplier is still obliged to comply with the delivery of the phosphine detector tubes, with no additional cost to the NFA, through outsourcing and the delivery period shall be mutually agreed upon both parties and an amendment to the duration of delivery shall be executed.

VIII. WARRANTY

1. The Bidder shall warrant that the phosphine detector tubes supplied are new, unused, unadulterated and genuine.
2. The Bidder shall further warrant that all phosphine detector tubes supplied shall have no defect, properly labeled, sealed and packed.

RECOMMENDING APPROVAL:

Prepared by: TECHNICAL WORKING GROUP (TWG)

VIRGINIA S. MARIANO
Regional Accountant-Chairperson

SULPICIO S. TERRADO JR.
Reg'l Economist-Member

RODOLFO W. CORPUZ
RSQAO-Member

RECOMMENDING APPROVAL: **REGIONAL BIDS AND AWARDS COMMITTEE**

ENGR. FORTUNATO B. BULAO
Prov'l Mgr-Member

CECILIA A. CONCUBIERTA
Prov'l Mgr.-Member

ERLINDA E. BALDERAS, CPA
Prov'l Mgr.-Member

LIGAYA M. APOLINARIO
Prov'l Mgr.-Member

BEVERLYN P. PERALTA, Ph.D.
Prov'l Mgr.-Vice Chairperson

ROLANDO S. RUFO
Asst. Regional Director-Chairperson

APPROVED BY:

ENGR. GENARO S. NUÑEZ JR.
Regional Director

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REQUEST FOR QUOTATION

Date : January 16, 2017
Quotation No. : _____

Company Name

Address

Please quote your lowest price on the item listed below, subject to the attached Terms and Conditions, stating the shortest time of delivery and submit your quotation duly signed by you or your representative not later than January 23, 2017 at 1:00 PM in a sealed envelope addressed to the Regional Bids and Awards Committee (RBAC).

The opening of envelope of your quoted price shall be undertaken with or without you or your representative at the Conference Room, NFA-Regional Office I, San Juan, La Union. Please see to it that the envelope of your quotation is properly sealed.

ROLANDO S. RUFO
Asst. Reg'l Dir./RBAC Chairperson

TECHNICAL SPECIFICATIONS*	NO. OF PIECES/ TUBES	UNIT COST Php (Inc. of VAT)	TOTAL COST Php (Inc. of VAT)
<u>PHOSPHINE DETECTOR TUBES</u> MSA KWIK DRAW PUMP UNIPHOS GAS DRAW PUMP Description: Phosphine Detector Tubes HIGH RANGE 50-1,000 ppm/50-2,000 ppm	1,792 282		

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.

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

Bid Validity Period: _____

Printed Name & Signature

Tel./Cell Phone No./e-mail address

Date

Note: To be accomplished if supplier cannot attend the opening of Quotation.

WAIVER

I hereby waive my right to be present and/or to witness the opening of price quotation/Sealed Canvass to be undertaken by the procuring entity at the place and time mentioned above.

Printed Name/Signature

Date

IMPORTANT: ERASURES/ALTERATIONS WILL INVALID THE OFFER.