



NATIONAL FOOD AUTHORITY

Ilocos Regional Office (Region 1)

Urbiztondo, San Juan, La Union, 2514 Tel. No. (072) 682-9143 Fax No. (072) 242-59 region1@nfa.gov.ph

REQUEST FOR QUOTATION

Date : _____

Quotation No. : _____

Company Name

Address

Sir/Madam:

Please quote your lowest price, inclusive of VAT for the Construction of Records / Storage Room, in NFA La Union compound, San Juan, La Union, subject to the Terms and Conditions attached. Please submit your sealed quotation duly signed by you or your representative on or before the opening of sealed quotations as scheduled below at the NFA Regional Office I, San Juan, La Union.

Prospective bidder should submit one (1) original/certified photocopy of the following documents during submission of sealed quotation. Bids received in excess of the ABC shall be automatically rejected at bid opening:

1. PhilGEPS Certificate of Registration (Platinum Membership) ;
2. 2018 Annual Income/ Business Tax Return
3. PCAB License (at least license category C & D, size range Small B per PCAB Resolution No. 201 Series of 2017)
4. Omnibus Sworn Statement (Annex A)

The Schedule of activities shall be as follows:

ACTIVITY	DATE/TIME
Posting at NFA website/PhilGEPS	June 17, 2020
Deadline of Submission of Sealed Quotations	June 25, 2020; NLT 1:00 PM
Opening of Sealed Quotation	June 25, 2020; 1:30 PM onward

ENGR. ARLENE F. TANSECO
Asst. Regional Director/
RBAC Chairperson

Lot No.	DESCRIPTION	Amount/Offer, Php (Inc. of VAT)
1	Construction of Records / Storage Room in NFA La Union compound, San Juan, La Union (Please refer to the attached approved plans and drawings)	

After having carefully read and accepted the 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

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 WILL INVALIDATE THE OFFER.

"A food-secure Philippines with prosperous farmers and fisherfolk"



Republic of the Philippines
NATIONAL FOOD AUTHORITY
San Juan, La Union
Tel Nos. (072) 682-9143 / Website: www.nfa.gov.ph
E-mail Address: region1@nfa.gov.ph / Fax No. (072)242-5907

TERMS AND CONDITIONS
FOR THE CONSTRUCTION OF RECORDS /STORAGE ROOM EXTENSION IN NFA –
LA UNION COMPOUND, SAN JUAN, LA UNION

I. PROJECT DESCRIPTION AND PURPOSE

Construction of Records Room/ Storage Room Extension in NFA La Union compound, San Juan, La Union

II. SUBMISSION OF SEALED QUOTATION:

- 1. Date and Time of Submission : On or before June 25, 2020 ; 1:00 PM
- 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 Ms. Liza R. Balagot

III. OPENING OF QUOTATIONS

- 1. Date and Time of Opening : June 25, 2020; 1:30 PM onward
- 2. Place : San Juan, La Union
- 3. Parties to be present
 - a) RBAC d) Prospective Bidder/s or Representative/s
 - b) TWG e) Observer
 - c) Secretariat

IV. SCHEDULE OF REQUIREMENTS

Description	Location	ABC (Php)	Cost of Bidding Documents (Php)	Contract Duration (Calendar Days)
Construction of Records Room/ Storage Room Extension	San Juan, La Union	388,504.92	500.00	60

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. 2018 Income/Business Tax Returns
3. PCAB License (at least license category C & D, size range Small B per PCAB Resolution No. 201 Series of 2017)
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

To guarantee faithful performance by the winning bidder of his/her obligations under the contract, he/she shall file a Performance Security in an 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%)

The Performance Security shall be released by NFA after the issuance of Certificate of Acceptance to the contractor.

IX. WARRANTY

To ensure that defects shall be corrected by the contractor, the project shall be covered by a warranty of a minimum of one (1) year reckoned from the date of Contractor's receipt of the Certificate of Acceptance issued by NFA.

X. OBLIGATION OF THE BIDDERS

1. Shall conduct project site inspection prior to the submission of sealed quotation

XI. OBLIGATIONS OF THE CONTRACTOR

1. To provide all labor, tools, equipment, materials, supplies and vehicle necessary to perform satisfactorily the project.
2. To ensure a smooth and safe working environment and will not interrupt the daily business activities of the NFA.
3. To display a safety sign at the vicinity of the work site.
4. To inform the NFA Project Inspector on the delivery of materials for inspection as to compliance to required specifications.
5. To maintain an updated logbook and weather chart at the project site.
6. To complete the project within Sixty (60) calendar days reckoning from the date of receipt of the Notice to Proceed.
7. To furnish NFA all construction records.
8. To provide NFA as-built plan/drawing of the project upon completion of the Project.
9. To bill NFA upon completion of the Project and complete submission of the required documents as mentioned in item XI.4.

XII. OBLIGATIONS OF THE NFA

1. To issue a Notice of Award.
2. To serve the Notice to Proceed indicating therein the contract duration which is Sixty (60) calendar days.

Failure to complete the project within Sixty (60) calendar days for any cause not attributable to NFA shall make the contractor liable to liquidated damages as specified in item XII.

3. The NFA Inspection Team shall validate the accomplishment/completion of the Project for purpose of payment. The Team shall be composed of the following:

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

4. The NFA shall pay the Contractor thru Check upon submission of the following documents subject to standard NFA accounting and auditing rules and regulations:

- a. Accomplished Voucher
- b. Notice of Award
- c. Contract
- d. Notice to Proceed
- e. Certificate of Inspection by the NFA
- f. Certificate of Completion by the NFA

XII. LIQUIDATED DAMAGES

If the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extended 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, provided in the conditions of contract, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity may rescind or terminate this Contract, forfeit the Contractor's performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.

PREPARED BY: TECHNICAL WORKING GROUP (TWG):

JONATHAN U. CORPUZ
Regional Engineer

GROCEL M. GANAYO
Engineering Assistant

MONALIZA C. ESPIRITU
Laboratory Technician

Recommending Approval: REGIONAL BIDS AND AWARDS COMMITTEE

CECILIA A. CONCUBIERTA
Prov'l Mgr./ Member

LOLITA O. SANEDRIN
Prov'l Mgr. / Member

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

ENGR. FORTUNATO B. BULAO
Prov'l Mgr. / End- User Representative

ELEONOR A. ANDRES, ASEAN ENGR.
Prov'l Mgr. / Vice Chairperson

ARLENE F. TANSECO, MSFE
Asst. Regional Director/RBAC Chairperson

APPROVED:

YOLANDA R. NAVARRO, Ph.D.
Regional Director/HOPE

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 _____