



NATIONAL FOOD AUTHORITY

La Union Provincial Office

Brgy. Urbiztondo, San Juan, La Union 2514 Tel. Nos.(072) 682-9011 Fax No.(072)720-0072 launion@nfa.gov.ph

REQUEST FOR QUOTATION FOR PROCUREMENT OF AIRCON CONDITIONING UNITS

DATE: _____

Company Name

Address

Please quote your lowest price for the following air conditioning units listed below subject to the Terms and Conditions attached, and submit your quotation duly signed by you or your authorized representative not later than October 21, 2020 at 10:00 a.m. in a sealed envelope addressed to the Provincial Bids and Awards Committee of NFA - La Union Provincial Office.

The opening of the envelope of your quoted price shall be undertaken with or without you or your representative at the National Food Authority La Union Provincial Office, San Juan, La Union. Please see to it that the envelope of your quotation is properly sealed.

ENGR. FORTUNATO B. BULAO

Provincial Manager

AIR CONDITIONING UNITS	Quantity	Approved ABC	Total Cost (Incl. of VAT)
Specification:			
1. Split type, inverter, 2HP	1 unit	P 100,000.00	
2. Window type, Inverter, 2HP	1 unit		
3. Window Type, non-inverter, 2HP w/ remote	1 unit		
TOTAL			

After having carefully read and accepted your Terms and Conditions, I/We quote you on the office equipment at prices stated 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

Designation

Date

Note: To be accomplished if bidder 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

Designation

Date

IMPORTANT: Erasures will invalid the offer.



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TERMS AND CONDITIONS FOR PROCUREMENT OF AIR CONDITIONING UNITS

A. SUBMISSION OF SEALED QUOTATIONS

1. Date and Time of Submission : On or before **October 21, 2020; 10:00 am**
2. Means of Submission : Thru Sealed Envelope/ Personal Delivery or thru Waybill (DHL, LBC, etc.)
3. Authorized Person to Receive Quotation : Supply Officer II Maricel M. Baliton

B. OPENING OF QUOTATIONS

1. Date and Time of Opening : **October 21, 2020 at 10:15 AM**
2. Place : NFA Provincial Office, San Juan, La Union
3. Parties to be present : Provincial Procurement Committee, Supplier/Authorized representative (optional), COA, and Observers

C. SCHEDULE OF REQUIREMENTS

AIR CONDITIONING UNITS	Quantity	Approved ABC	Total Cost (Incl. of VAT)
Specification:			
1. Split type, inverter, 2HP	1 unit	P 100,000.00	Php 38,000.00
2. Window type, inverter, 2HP	1 unit		37,000.00
3. Window Type, non-inverter, 2HP w/ remote	1 unit		25,000.00
TOTAL			Php 100,000.00

D. ELIGIBILITY OF DOCUMENTS

Prospective bidders shall attach the following to the duly accomplished sealed price quotation:

1. Mayor's/Business Permit
2. Certified photocopy of Valid PhilGEPS Certificate of Registration (Platinum)
3. Income/Business Tax Return
4. Omnibus Sworn Statement

E. HOW TO BID

All bids that exceed the ABC shall be rejected outright.

F. 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.

G. OBLIGATIONS OF THE SUPPLIER

1. Delivery
Shall deliver the items within ten (10) calendar days upon receipt of the Notice to Proceed. Place of delivery shall be at National Food Authority, Provincial Office, San Juan, La Union.
2. Billing
Supplier shall bill NFA upon delivery completion and acceptance of the bid office equipment and after the complete submission of the required documents as mentioned in item H.3.
3. Warranty
To ensure that defects shall be corrected or replaced by the supplier, the units shall be covered by a warranty of a minimum of one (1) year.



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H. OBLIGATIONS OF THE NFA

1. Shall issue Purchase Order, Notice of Award, and Notice to Proceed indicating therein items needed, delivery period and place of delivery.
2. Shall conduct inspection of the delivered office equipment as to the required specification, in the presence of the supplier or authorized representative by the Provincial Technical Inspection Committee with the presence of the COA Representative as observer. The Technical Inspection Committee shall be composed of the following:

Chairman:	PSQAO	Norvin Rapin
Members:	Account Analyst	Patrick John S. Cariaso
	GOA I	Rommel C. Jucutan

Should there be defects, NFA shall notify the supplier immediately on the occurrence and reasons for rejects and advise the same for the replacement within thirty (30) calendar days from the receipt of the Notice of Rejection.

Failure to replace the specified rejected item within delivery period for any cause not attributable to NFA shall make the supplier liable to liquidated damages as specified under item I.

3. The NFA shall pay the supplier upon presentation of the following documents:

a. Delivery Receipt/Charge Invoice	d. Notice to Proceed
b. Purchase Order	e. Certificate of Inspection by the NFA
c. Notice of Award	f. Certificate of Completion

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

I. PENALTIES

Failure of the supplier to complete the delivery of the office equipment within the specified period of time for any cause not attributable to NFA shall make the contractor liable to pay a liquidated damages which shall be at least equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, the contract shall be rescinded without prejudice to other courses of action and remedies open to it. This is in accordance with Section 68 of RA 9184.

Prepared by:

MARICEL M. BALITON
Supply Officer II/ Secretariat

Recommending Approval: PROVINCIAL BIDS AND AWARDS COMMITTEE

ANABELLE T. COLOMA
Administrative Officer III/ Member

ZENAIDA S. CARIASO
Economist III/ Member

NORVIN RAPIN
Acting PSQAO/ Member

DIVINAGRACIA O. ANTOLIN
Sr. Enforcement & Inv. Officer/ Member

RODOLFO W. CORPUZ
Acting Asst. Provincial Manager/BAC Chairman

Approved:

ENGR. FORTUNATO B. BULAO
Provincial Manager