



NATIONAL FOOD AUTHORITY
Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

June 25, 2025

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR STOCK AND ISSUE

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 **July 02, 2024, 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. Mayor's PERMIT / Business Permit (latest);
2. Latest Annual Income Tax Return;
3. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
4. Original Notarized Omnibus Sworn Statement.

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	June 27, 2025 to July 02, 2025
2. Sending of RFQ/Tender Form	June 27, 2025 to July 02, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	July 02, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	July 02, 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.


LESUE M. NAVARRO
Chairperson, AGSD Procurement Committee



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 VARIOUS OFFICE SUPPLIES FOR STOCK AND ISSUE	1 lot	P122,000.00	
Expanding Long Folder/Pressboard	2,000 pcs.		
Kraft Folder Long	2,000 pcs.		
Sticky Note/Tab	100 packs		
Transparent Tape, 24mm	100 pcs.		
<i>Specifications: (Please see attached Terms and Conditions and Technical Specifications)</i>			
TOTAL			
Technical Specifications: Please see attached Terms and Conditions 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 and Conditions / Technical Specifications for your Reference"</i>	
Mode of Payment: 30 Working Days (Government Terms)			
Validity of Offer: 120 days after opening of sealed offer (Price offered is inclusive of VAT)			
Warranty: Deliveries rejected for failure to conform to technical specifications shall be replaced within fifteen (15) calendar days from date of rejection/notice.			
Delivery: Thirty (30) calendar days after receipt of APPROVED Notice to Proceed (NTP)			

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

PROJECT NUMBER		SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR STOCK AND ISSUE		
PROJECT TITLE				
DEADLINE FOR SUBMISSION OF BIDS:				
DEADLINE OF OPENING OF BIDS:				
ITEM#	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS <small>(write down detailed offered specifications)</small>	REFERENCES <small>(include supporting documents) (attach brochure / technical data / website, etc.)</small>	END-USER/TWG FINDINGS
1	Pressboard Folder			
	Material: Paper Board	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Size: (-5mm): 369mm x 242mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Thickness (min.): 0.40mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Basis Weight (min): 312gsm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Color: Cream, Green, Maroon	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Accordion-Pleat Gusset: Book Cloth/Paper Cloth Color: Green/Red/Blue Expansion (-3mm): 39mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
2	Kraft Folder with Tab, Legal Size			
	Material: Tagboard/Carrier/Foldcoat/Cupstock Board	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Leaf Dimension(1mm):240mm X 365mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	TAB (2MM): 13MM	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Scoring (2mm):20mm from Edge of Folder	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	The Folder shall be smooth-finished and non-blot on both sides using a permanent marker	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
3	Tape, Transparent, 24mm			
	Base Material: Biaxially - Oriented Polypropylene			
	Width(1mm):24mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Usable Length (min.) 50 meters	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Thickness (min): .040mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Adhesion Strength (min.) 6N/24mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	Breaking Strength (min): 14N/24mm	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	The tape shall be wound uniformly around a core	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	WARRANTY: Deliveries rejected for failure to conform to technical specifications shall be replaced within thirty (30) calendar days from date of rejection/notice.	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	DELIVERY PERIOD: Thirty (30) calendar days upon receipt of Notice to Proceed.	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	PLACE OF DELIVERY: 3rd Floor NFA Central Office, Brgy. Vasra, Visayas Ave., Quezon City	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	PAYMENT TERMS: 30 Working Days Government Terms	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)
	PROTOTYPE/DEMO UNIT SAMPLE/SITE INSPECTION: N/A	(For Supplier)	(For End-user/TWG)	(For End-user/TWG)

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.

Signature of Representative: _____

Name of Representative: _____

Position: _____

Company: _____

Address: _____

Telephone/ Fax: _____

Email: _____

Prepared/Evaluated by (End-user/TWG):

Signature over Printed Name

Terms and Conditions

for the Supply and Delivery of 2000 PCS. PRESSBOARD FOLDER AND 2000 PCS. KRAFT FOLDER
WITH TAB, LEGAL SIZE

1. Bidder/supplier shall provide correct and accurate information required in this form.
2. Bidder/supplier shall be the manufacturer/dealer of the product being offered.
3. Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission of bid offer.
4. Attached, please find the Technical Specification of Press Folder and Kraft Folder with tab, legal size.
5. Bidder/supplier shall bid all the items listed on the Tender Form and the bid amount shall be the total cost of all the items.
6. Price quotation/s shall be denominated in Philippine Peso and shall be inclusive of Value Added Tax (VAT).
7. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
8. Any erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder/Supplier.
9. The NFA shall have the right to inspect and/or to test the goods to validate their conformity to the technical specifications.
10. NFA shall issue a Certificate of Inspection and Acceptance after the items have been accepted and found to be in accordance with the technical specifications required.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NFA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. **Supply and Delivery** shall be completed within **thirty (30) calendar days** after receipt of Notice to Proceed (NTP). Items shall be delivered to **Administrative and General Services Department (AGSD), 6th Floor, National Food Authority, Visayas Avenue, Barangay Vasra, Diliman, Quezon City.**
13. **Replacement of Defective Items** shall be made within **three hundred sixty five (365) calendar days** from receipt of Notice of Defect/s from the NFA.
14. Payment shall be made in accordance with the Terms and Conditions and upon submission of Certificate of Inspection and Acceptance and other documents required for payment subject to NFA's accounting and auditing rules and regulations

CONFORME:


JOEY C. PIMENTEL
Department Manager, AGSD

Name and Signature

Date: _____

Technical Requirements for
FOLDER, PRESSBOARD

PRODUCT SPECIFICATIONS

- Material: Paper board
- Size (-5mm): 369mm x 242mm
- Thickness (min.): 0.40mm
- Basis Weight (min.): 312gsm
- Color: Cream, Green, Maroon
- Accordion-pleat Gusset: Book Cloth/Paper Cloth
 - o Color: Green/Red/Blue
 - o Expansion (-3mm): 39mm

EVIDENCE and VERIFICATION

- **Documentary Evidence to be submitted during Post-qualification:**
 - o Material: Paper board
 - Certification from the manufacturer
- **In-House Test:**
 - o Determine the dimensions by using a steel ruler:
 - Size (-5mm): 369mm x 242mm
 - o Determine the thickness by using a digital vernier caliper:
 - Thickness (min.): 0.40mm
 - o Determine the weight by using the digital weighing scale:
 - Basis Weight (min.): 312gsm
 - $\text{Grammage} = \text{Weight in grams} / (\text{length in meters} \times \text{width in meters})$
 - o Color: Cream, green or maroon
 - o Accordion-pleat Gusset: Book Cloth/Paper Cloth
 - o Color: Green/Red/Blue
 - o Determine the expansion by using a steel ruler:
 - Expansion (-3mm): 39mm
- One (1) box with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

Conforme:

Verly S. De Joya

Records Officer III / Acting Supply Officer III

PACKAGING

- One (1) box [100 pieces per box]
- Additional Requirement on Packaging, refer to the attached Annex "A"

MARKING/LABELING

- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.

REFERENCES

- None

2 Technical Requirements for Folder, Pressboard

Conforme:

Verly S. De Joya

Records Officer III / Acting Supply Officer III

Technical Requirements for **FOLDER WITH TAB, LEGAL**

PRODUCT SPECIFICATIONS

- Material: tagboard/carrier/foldcote/cupstock board
- For legal size documents
- Leaf Dimension ($\pm 1\text{mm}$): 240mm x 365mm
- Tab ($\pm 2\text{mm}$): 13mm
- Scoring ($\pm 2\text{mm}$): 20mm from edge of folder
- The folder shall be smooth-finished and non-blot on both sides using a permanent marker
- Other Physical Properties:
 - Grammage, g/m^2 (-5%): 270
 - Thickness, mm (-5%): 0.36
 - Tearing Resistance, mN, MD + CD (min.): 2940
 - Stiffness, mN.m, (Taber) MD + CD (min.): 13

EVIDENCE and VERIFICATION

- **Documentary Evidence to be submitted during Post-qualification:**
 - Valid test report from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
 - Valid test report showing compliance to the following parameter:
 - Grammage, g/m^2 (-5%): 270
 - Thickness, mm (-5%): 0.36
 - Tearing Resistance, mN, MD + CD (min.): 2940
 - Stiffness, mN.m, (Taber) MD + CD (min.): 13
 - Material
 - Certification from the manufacturer
- **A Confirmatory Test during delivery** from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.

Conforme:

Verly S. De Joya

Records Officer III / Acting Supply Officer III

- o Valid test report showing compliance to the following parameter:
 - Grammage, g/m² (-5%): 270
 - Thickness, mm (-5%): 0.36
 - Tearing Resistance, mN, MD + CD (min.): 2940
 - Stiffness, mN.m, (Taber) MD + CD (min.): 13
- In-House Test:
 - o For legal size documents
 - o Determine the dimensions by using a steel ruler:
 - Leaf Dimension (±1mm): 240mm x 365mm
 - Tab (±2mm): 13mm
 - Scoring (±2mm): 20mm from edge of folder
 - o The folder shall be smooth-finished and non-blot on both sides using a permanent marker
- One (1) pack with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

PACKAGING

- One (1) pack [100 pieces per pack]
- Additional Requirement on Packaging, refer to the attached Annex "A"

MARKING/LABELING

- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.

REFERENCES

- *PNS 71:1986 for the Thickness, Tearing Resistance, and Stiffness*

Conforme:

Verly S. De Joya

Records Officer III / Acting Supply Officer III