

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

Tel No. (072)242-5909 & (072)700-2579 / Web Site: www.nfa.gov.ph  
E-mail Address:nfa-region1@sflu.com / Fax No. (072)242-5927

**REQUEST FOR QUOTATION**

Date : February 13, 2014  
Quotation No. : \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions attached, stating the shortest time of delivery and submit your quotation duly signed by you or your representative not later than February 20, 2013, 3:00 PM in a sealed envelope addressed to the Committee on Bids and Awards.

The opening of envelope of your quoted price/s shall be undertaken with or without you or your representative at the NFA San Juan, La Union. Please see to it the envelope of your quotation is properly sealed.

**CARLITO G. CO**  
Regional Director

Qty	Unit	SPECIFICATIONS	BID OFFER	
			Unit Price (PhP) incl of VAT	Total Amount (PhP) incl of VAT
4	Pcs	Mechanical platform scale Capacity – 500 kg Graduation – 200 g Platform and frames – cast iron Slide indicator – brass Ball bearing – 4 pcs (hard steel) Counter weights 200 – 3 pcs 100 – 1 pc 50 – 1 pc		

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

\_\_\_\_\_  
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.**



**INVITATION TO SUBMIT QUOTATION FOR THE PROCUREMENT OF 4-UNITS MECHANICAL PLATFORM SCALES (SMALL VALUE PROCUREMENT)-RE-BIDDING**

The National Food Authority, through its 2013 Corporate Operating Budget intends to apply the sum of **PESOS: ONE HUNDRED FOUR THOUSAND AND 00/100 (P104,000.00) ONLY**, inclusive of VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the Purchase of 4-Units Mechanical Platform Scales (Small Value Procurement)-Re-Bidding. Bids received in excess of the ABC shall be automatically rejected at the opening of sealed quotations.

The *National Food Authority* now invites quotations for the supply and delivery of mechanical platform scales with the following specifications:

Qty	Unit	Specifications	Unit Price Php (Inc. of VAT)	Total Amount Php (Inc. of VAT)	
4	pcs	Mechanical Platform Scale		26,000.00	104,000.00
		Capacity	500 kg		
		Graduation	200 g		
		Platform and Frames	Cast Iron		
		Slide Indicator	Brass		
		Ball Bearing	4 pcs (Hard Steel)		
		Counter Weights	200 - 3pcs 100 - 1 pc 50 - 1 pc		

Interested bidders may secure from the RBAC Secretariat the bidding documents on February 13 – February 19, 2014, 8:00 AM – 5:00 PM (except Saturdays, Sundays and holidays) and on February 20, 2014, 8:00 AM – 3:00 PM upon payment of a non-refundable application/bidding fee of P500.00.

Sealed quotations must be delivered to the address below on or before 3:00 PM on February 20, 2014.

Opening of sealed quotations shall be at 3:00 PM onwards on February 20, 2014 at NFA Regional Office I Conference Room, San Juan, La Union. Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The National Food Authority Region I reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. For further information, please refer to:

Ms. Ma. Elvira M. Martinez  
Asst. Regional Manager and RBAC Chairperson  
National Food Authority  
Regional Office I  
San Juan, La Union 2514  
Tel. No.: (072) 700 2579  
Fax No.: (072) 242 59 07  
Email: nfaregion1@yahoo.com

Mr. Frederick B. Dulay  
Head, RBAC Secretariat  
National Food Authority  
Regional Office I  
San Juan, La Union 2514  
Tel. No.: (072) 700 2579  
Fax No.: (072) 242 59 07  
Email: nfaregion1@yahoo.com

MA. ELVIRA M. MARTINEZ  
Asst. Regional Manager  
and RBAC Chairperson

**NATIONAL FOOD AUTHORITY**

**Regional Office No. 1**

**San Juan, La Union**

**Tel Nos.** (072)700-2579 & (072) 242-5927 / **Website:** www.nfa.gov.ph

**E-mail Address:**nfaregion1@yahoo.com / **Fax No.** (072)242-5907

**TERMS AND CONDITIONS**

**PROCUREMENT OF 4-UNITS MECHANICAL PLATFORM SCALES**

**A. SUBMISSION OF SEALED QUOTATIONS**

- 1. Date and Time of Submission : On or before February 20, 2014; 3:00 PM
- 2. Form of Submission : Thru sealed envelope/Personalized Delivery or thru waybill (DHL, LBC, etc.)
- 3. Authorized person to receive quotation : RBAC Sec. c/o RIO Frederick B. Dulay

**B. OPENING OF QUOTATIONS**

- 1. Date and Time of Opening : On or before February 20, 2014; 3:00 PM
- 2. Place : NFA Regional Office 1, San Juan, La Union
- 3. Parties to be present
  - a) RBAC
  - b) RBAC Secretariat
  - c) TWG
  - d) Supplier/Authorized Representative
  - e) COA
  - f) Observer

**C. SCHEDULE OF REQUIREMENTS**

C.1. Specifications

Qty	Unit	Specifications	Unit Price Php (Inc. of VAT)	Total Amount Php (Inc. of VAT)	
4	pcs	Mechanical Platform Scale	26,000.00	104,000.00	
		Capacity			500 kg
		Graduation			200 g
		Platform and Frames			Cast Iron
		Slide Indicator			Brass
		Ball Bearing			4 pcs (Hard Steel)
		Counter Weights			200 – 3pcs 100 – 1 pc 50 – pc

**D. DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE REQUEST FOR PRICE QUOTATION**

A. Legal Documents

- 1. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- 2. Registration certificate from SEC for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperative, or any proof of such registration.

B. Technical Documents

1. List of all Ongoing Government and Private Contracts including contracts awarded but not yet started with the following supporting documents:
  - a. Notice of Award or Contract or Purchase Order
  - b. Notice to Proceed or Delivery Receipt
  - c. Sales Invoice or Certificate of Accomplishment issued by the contracted party
2. List of all Government and Private Contracts completed which are similar in nature with the following supporting documents:
  - a. Notice of Award or Contract or Purchase Order
  - b. Notice to Proceed or Delivery Receipt
  - c. Sales Invoice or Certificate of Completion and Acceptance issued by the contracted party

A contract shall only be considered "similar" to the contract to be bid if it includes the supply of steelyard platform scales.

#### C. Financial Documents

1. Audited financial statements, showing among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the CY 2012.
  - a. Balance Sheet
  - b. Income Statement
  - c. Independent Auditor's Report
2. Computation of Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the bidder if awarded the contract to be bid.

#### **E. HOW TO BID**

1. All bids that exceed the ABC shall be rejected.

#### **F. CONDITIONS IN THE DETERMINATION OF LOWEST CALCULATED AND RESPONSIVE BID**

In case of a tie in the Lowest Calculated and Responsive Bid (LCRB) between two bidders, this shall be resolved through toss coin. In case of triple tie or three (3) bidders quoting the same LCRB, it shall be resolved through draw lots.

#### **G. OBLIGATIONS OF THE SUPPLIER**

##### **I. Pick-up**

Goods shall be available for pick-up within seven (7) working days upon receipt of the Notice to Proceed. Pick-up point shall be at the principal place of business of the supplier. The goods shall be covered by a Sales Invoice.

##### **II. Billing**

Supplier shall bill NFA upon acceptance of the units and after the complete submission of the required documents as mentioned in item H.5

##### **III. Warranty**

To ensure that defects shall be corrected or replaced by the supplier, the unit shall be covered by a warranty of a minimum of one (1) year after the acceptance.

#### **H. OBLIGATIONS OF THE NFA**

1. To issue a Notice of Award simultaneous with the Purchase Order;
2. To serve the Notice to Proceed indicating therein the quantity, specifications and the pick-up date;
3. To pick-up the units at the principal place of business of the supplier, and
4. To inspect the units in the presence of the supplier or his authorized representative. For this purpose, a team shall be created with the following composition:

Team Leader	-	Regional Engineer
Members (Provincial Counterpart)	-	Designated Prov'l Calibrator
	-	Accounting Representative
	-	Supply 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 units/items within three (3) working days from the receipt of the Notice of Rejection.

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

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

5. The NFA shall pay the supplier upon the submission of the following documents:

- a. Accomplished Voucher
- b. Sales Invoice (original copy)
- c. Notice of Award
- d. Notice to Proceed
- e. Purchase Order
- f. Certificate of Inspection by the NFA
- g. Certificate of Completion
- i. Certificate of Acceptance

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 to supply/provide the units on the specified period for any cause not attributable to NFA shall make the supplier liable to pay a penalty of 1/10<sup>th</sup> of 1% of the cost of the undelivered item/units for every delay as specified under rule XXII, Section 68 of RA 9184.

**PREPARED BY: TECHNICAL WORKING GROUP (TWG):**

JEOFFREY S. PARATON	LOLITA O. SANEDRIN	GUADILLA G. MANONGDO
Supvg. GOO (REngr)- Chairman	Accountant IV- Member	Grains Operations Officer II- Member

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

ROLANDO S. RUFO	CECILIA A. CONCUBIERTA
Prov'l Mgr./ Vice Chairman	Prov'l Mgr. / Member

FORTUNATO B. BULAO  
Prov'l Mgr. / Member

ALEXANDER C. GALVEZ  
Prov'l Mgr. / Member

ERLINDA E. BALDERAS  
Supvg. GOO / Member

**MA. ELVIRA M. MARTINEZ**  
Asst. Regional Director/RBAC Chairperson

APPROVED:

**CARLITO G. CO**  
Regional Director/HOPE