



NATIONAL FOOD AUTHORITY

Cebu Branch Office



Governor Mariano Cuenco Avenue, Banilad, Cebu City

email address: cebu@nfa.gov.ph

Quotation No. 2025-07-____

REQUEST FOR QUOTATION

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The National Food Authority (NFA) Cebu Branch Office intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Sec 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184:

Name of Procurement Project	Negotiated Procurement through Small Value Procurement of Arrastre & Stevedoring services for the unloading of 100,000 bags Local Rice from Various Source Regions at Cebu City Port for 2nd Semester of 2025
Project Reference No.	Project Reference No. CBO-GOODS-2025-G-002
Description / Specifications	Please see attached Terms and Conditions
Approved Budget for the Contract (ABC)	₱ 796,250.00
Deadline of Submission	August 5, 2025, 10:00 AM
Opening of Sealed Quotations	August 5, 2025, 10:15 AM

Interested bidders of known qualifications are invited to submit their accomplished and filled-up Annex A (Price Quotation) and Annex B (Duly conformed Terms of Reference) on or before the deadline of submission together with the **non-refundable bidding fee of Five Hundred Pesos (₱500.00)** to the **Cebu Branch Procurement Committee** at **NFA Cebu, Gov. M. Cuenco Ave., Banilad, Cebu City**.

Bidders must submit the sealed quotation/s through manual submission in the address given below together with two (2) certified photocopies of the following documentary requirements:





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ANNEX	REQUIREMENT
C	Valid PhilGEPS Registration Certificate/ Registration Number (Red or Platinum)
D	2025 Mayor's/Business Permit , where the principal place of business is located
E	2024 Income Tax Return/Business Tax Return with Received Stamp by BIR
F	Notarized Omnibus Sworn Statement
G	Accreditation or Contract with Cebu Ports Authority as arrastre and stevedoring provider in the ports of Cebu City
H	Notarized Special Power of Attorney (SPA) for authorized representative if individual or Secretary certificate if corporation or cooperative.

Quotations exceeding the Approved Budget for the Contract shall be rejected. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

For further information, please refer to:

Name of Contact Persons : **RAQUEL J. CARREDO, BPC** Head Secretariat
 Name of Office : NATIONAL FOOD AUTHORITY,Cebu Branch Office
 Postal Address : Gov. Cuenco Ave., Banilad, Cebu City
 Telephone Numbers : **(032) 232-5597/ (032) 235-5592**
 E-mail Address : **cebu@nfa.gov.ph**
 Website Address : **<https://www.nfa.gov.ph>**


KRISTINE D. VINCOY, CPA
 Chairperson, Branch Procurement Committee
 NFA Cebu Branch Office, Region VII

Posting – PhilGEPS Website - July 28, 2025 - August 5, 2025

NFA Website – July 28, 2025 - August 5, 2025





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Annex "B"

TERMS AND CONDITIONS

NEGOTIATED PROCUREMENT THROUGH SMALL VALUE PROCUREMENT OF ARRASTRE AND STEVEDORING SERVICES FOR THE UNLOADING OF 100,000 BAGS LOCAL RICE FROM VARIOUS SOURCE REGIONS AT CEBU CITY PORT FOR 2ND SEMESTER OF 2025

Project Reference No. **CBO-GOODS-2025-G-002**

I. RATIONALE

These Terms of Reference (TOR) are hereby adopted by the Branch Procurement Committee for the procurement of cargo handling services (arrastre and stevedoring) for the inter-regional transfer of 100,000 bags of NFA local rice from various source Regions through Small Value Procurement in order to achieve the following objectives:

1. To uphold transparency and accountability;
2. To achieve equity, effectiveness, efficiency and economy;
3. To adopt a proactive measure to avoid possible interruption of service in the operations of NFA Cebu Branch Office;
4. To ensure that necessary port services are in place before the arrival of stocks from various source regions.
5. To award the contract for the arrastre and stevedoring services to a legally, technically and financially capable authorized service provider of Cebu Ports Authority at the port of Cebu.

II. MODE OF PROCUREMENT

Negotiated Procurement through Small Value Procurement of Arrastre and Stevedoring Services for the Unloading of 100,000 bags Local Rice from Various Source Regions for 2nd Semester of 2025 under Section 53.9 of the Implementing Rules and Regulations of RA 9184 and as per RBAC Resolution No. **RO7-GOODS-2025-F-19** dated **June 10, 2025**.

III. SCOPE OF SERVICES

Provision of cargo handling services (arrastre and stevedoring) for the duration of unloading period at the Cebu Port, Cebu City:

Volume: 100,000 bags of Local Rice from various source regions





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IV. SCHEDULE OF REQUIREMENTS

Lot No.	Activity	Estimated Volume (in bags of 50kgs)	Delivery Period
Lot 1	Receipt of Local Rice from Source Regions	100,000	August to December 31, 2025 or until the volume has been completely served, whichever comes first.

V. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract of the project is **Seven Hundred Ninety Six Thousand Two Hundred Fifty Pesos only** (Php 796,250.00).

VI. TECHNICAL SPECIFICATIONS

1. Arrastre and stevedoring services at the unloading port should be capable of handling food grains stocks.
2. Provision of sufficient port service laborers at any given time to ensure good performance.
3. Unloading operations must be witnessed by all authorized representatives of NFA Cebu Branch Office, NFA's hauling contractor, cargo handling contractor and vessel contractor.
4. Adequate working area shall be provided for NFA personnel/checkers.
5. Port services to be rendered must ensure the safety and security of NFA personnel, stocks and property.

VII. REQUIREMENTS TO BE SUBMITTED

The supplier shall submit a price quotation form together with the following:

1. 2025 Mayor's/Business Permit, where the principal place of business is located
2. Valid PhilGEPS Registration Certificate/ Registration Number (Red or Platinum)
3. 2024 Annual Income/ Business Tax Return
4. Terms and Conditions duly conformed to by the offeror
5. Accreditation or Contract with Cebu Ports Authority as arrastre and stevedoring provider in the ports of Cebu City
6. Notarized Omnibus Sworn Statement
7. Notarized Special Power of Attorney (SPA) for authorized representative if individual or Secretary certificate if corporation or cooperative





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VIII. SPECIAL PROVISIONS

The volume awarded is not a guarantee that the volume will be transferred. It may be reduced depending on the operational requirements of NFA Cebu Branch Office and the availability of stocks at source regions.

IX. SUBMISSION AND OPENING OF QUOTATIONS

Price Quotation and the attached requirements shall be submitted to NFA Cebu Branch Office, Banilad, Cebu City **on or before 10:00 AM** of August 5, 2025.

Price Quotation with the attached requirements shall be opened at **10:15 AM on August 5, 2025.**

X. TERMS OF PAYMENT

1. The payments shall be made once services have been delivered and in compliance with the Terms of Reference subject to usual NFA and COA Accounting and Auditing Rules and Regulations, upon presentation of the duly accomplished vouchers supported by all pertinent documents issued by the NFA, covering the particular vessel.

First Billing

- a. Billing Statement
- b. Bill of Lading
- c. Copy of the Contract and TOR (Photocopy)
- d. Notice of Award (Photocopy)
- e. Notice to Proceed (Photocopy)

Succeeding Billing

- a. Billing Statement
- b. Bill of Lading


KRISTINE T. VINCOY, CPA
Chairperson, NFA Cebu Branch Procurement Committee/
Assistant Branch Manager

CONFORME:

Supplier's Name and Signature

Name of Firm

Date





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Annex "A"

PRICE QUOTATION FORM (Financial Bid)

KHRISTINE T. VINCOY, CPA
Chairperson, Branch Procurement Committee
NFA Cebu Branch Office
Banilad, Cebu City

Dear Ma'am:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Lot No.	Description	Approve Budget for the Contract (ABC)	Total Bid Price
1	Negotiated Procurement through Small Value Procurement of Arrastre & Stevedoring services for the unloading of 100,000 bags Local Rice from Various Source Regions at Cebu City Port for 2nd Semester of 2025 (Bid Price must be inclusive of VAT and other charges)	Php 796,250.00	In Figures: In Words:

COMPANY NAME : _____
ADDRESS : _____
DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

SIGNATURE : _____
AUTHORIZED REP. : _____
DESIGNATION : _____



Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]