



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 Supply and Delivery of Various Office Equipments of NFA Regional Office 1 through Negotiated Procurement (Small Value Procurement), 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 2nd Floor, Conference Room, NFA Regional Office I, San Juan, La Union.

Prospective bidder shall 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. Valid PhilGEPS Certificate of Registration (Platinum Membership);
2. Omnibus Sworn Statement (Annex A);
3. Signed/ Conformed Terms and Conditions (TAC);
4. Signed Request for Quotation

The Schedule of activities shall be as follows:

ACTIVITY	DATE/TIME
Posting at NFA website/PhilGEPS	November 8, 2022
Deadline of Submission of Sealed Quotations	November 11, 2022 NLT 12:30PM
Opening of Sealed Quotation	November 11, 2022, 1:30PM Onwards

JEFFREY S. PARATON

Asst. Regional Manager II /
ROPC Chairperson

LOT	Item/Specification	Quantity	Approved Budget for the Contract/ Total Cost (Incl. of VAT)	OFFER (Inclusive of (Tax)
1	<u>TOP FLIP ULTIMATE</u> (Installation included) Specs: <ul style="list-style-type: none"> - Matte Black - Leak proof - Safety lock key - Lift up to 45° to 180° 	1 unit	₱66,000.00	
2	<u>LOUNGE/SOFA SET & CENTER TABLE</u> Specs: <ul style="list-style-type: none"> - Lounge set includes: <ul style="list-style-type: none"> • 1 unit 3-seater sofa (Dimension 210 (L) x 62 (W) x 73.66 (H) cm) • 1 unit 2-seater sofa (Dimension 185 (L) x 62 (W) x 73.66 (H) cm) • 1 unit 1-seater sofa (Dimension 115 (L) x 62 (W) x 73.66 (H) cm) - Seat Material : Modern Fabric - Seat Color: Brown - Backrest / Armrest Type: Mid-Back; Armrest with cushion - Frame Material: Wood; Spring and High Density Foam - Cushion Thickness: 4-6 inches - With Center Table 	1 set	₱88,382.00	
3	<u>SOUND SYSTEM</u> (Installation included) Specs: <ul style="list-style-type: none"> - Includes: <ul style="list-style-type: none"> • 2 pcs Speaker • Audio Mixer • 3 sets of Wireless Mic • With Speaker Stand 	1 unit	₱97,000.00	
4	<u>CABINET ORGANIZER</u> <ul style="list-style-type: none"> - 2 units of Cabinet - Dimension of each unit 70 (L) x 21 (W) x 87 (H) inches - Aluminium material - Each Unit, 4 Butterfly Cabinet Doors - With Flooring/Divider inside of Cabinet 	2 units	₱64,000.00	

LOT	Item/Specification	Quantity	Approved Budget for the Contract/ Total Cost (Incl. of VAT)	OFFER (Inclusive of (Tax)
5	<u>SMART TV 65"</u> Specs: <ul style="list-style-type: none"> - Smart 65 inched TV - High Definition (HD) Resolution - High Quality Sound - With Movable Bracket Stand 	1 unit	₱83,500.00	
	TOTAL		Php 398,882.00	

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.

SERVICE PROVIDER'S NAME:		TIN NO.
ADDRESS:		E-MAIL ADD:
TELEPHONE NO.:		FAX NO.:
SERVICE PROVIDER'S AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME		DATE:

IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.

Note: To be accomplished if supplier cannot attend the opening of Quotation.

W A I V E R

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



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TERMS AND CONDITIONS SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENTS OF NFA REGIONAL OFFICE 1 THROUGH NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT)

A. SUBMISSION OF SEALED QUOTATIONS

1. Date and Time of Submission : **On or before November 11, 2022; 12:30 PM**
2. Means of Submission : Thru Sealed Envelope/ Personal Delivery
or thru Waybill (DHL, LBC, etc.)
3. Authorized Person to Receive Quotation : Royce Charisse R. Fabreag
Acting Procurement Management Officer
IV

B. OPENING OF QUOTATIONS

1. Date and Time of Opening : **November 11, 2022 at 1:30 PM Onwards**
2. Place : NFA Regional Office I, San Juan, La Union
3. Parties to be present : Regional Office Procurement Committee,
Supplier/Authorized representative (optional),
COA, and Observers

C. SCHEDULE OF REQUIREMENTS

LOT	Item/Specification	Quantity	Unit Cost	Approved Budget for the Contract/ Total Cost (Incl. of VAT)
1	<u>TOP FLIP ULTIMATE</u> (Installation included) Specs: <ul style="list-style-type: none"> - Matte Black - Leak proof - Safety lock key - Lift up to 45° to 180° 	1 unit	₱66,000.00	₱66,000.00
2	<u>SALA SET with TABLE</u> Specs: <ul style="list-style-type: none"> - Lounge set includes: <ul style="list-style-type: none"> • 1 unit 3-seater sofa (Dimension 210 (L) x 62 (W) x 73.66 (H) cm) • 1 unit 2-seater sofa (Dimension 185 (L) x 62 (W) x 73.66 (H) cm) • 1 unit 1-seater sofa 	1 unit	₱89,000.00	₱89,000.00

	(Dimension 115 (L) x 62 (W) x 73.66 (H) cm) - Seat Material : Modern Fabric - Seat Color: Brown - Backrest / Armrest Type: Mid-Back; Armrest with cushion - Frame Material: Wood; Spring and High Density Foam - Cushion Thickness: 4-6 inches - With Center Table			
3	<u>SOUND SYSTEM</u> (Installation included) Specs: - Includes: <ul style="list-style-type: none"> • 2 pcs Speaker • Audio Mixer • 3 sets of Wireless Mic • With Speaker Stand 	1 unit	₱97,000.00	₱97,000.00
4	<u>CABINET ORGANIZER</u> - 2 units of Cabinet - Dimension of each unit 70 (L) x 21 (W) x 87 (H) inches - Aluminium material - Each Unit, 4 Butterfly Cabinet Doors - With Flooring/Divider inside of Cabinet	1 unit	₱64,000.00	₱64,000.00
5	<u>SMART TV 65"</u> Specs: - Smart 65 inched TV - High Definition (HD) Resolution - High Quality Sound - With Movable Bracket Stand	1 unit	₱84,000.00	₱84,000.00
TOTAL				Php 400,000.00

D. ELIGIBILITY OF DOCUMENTS

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

1. Valid PhilGEPS Certificate of Registration (Platinum Membership);
2. Omnibus Sworn Statement
3. Duly Signed/ Conformed Terms and Conditions (TAC)
4. Duly Signed Request for Quotation

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

- a. Shall deliver the items within five (5) calendar days upon receipt of the Notice to Proceed/Purchase Order in one delivery.
- b. Place of delivery shall be at National Food Authority, Regional Office I, San Juan, La Union.
- c. The Supplier shall deliver and shall be covered by a charge/sales invoice and delivery receipts.
- d. The Supplier shall deliver the items properly and coordinate with the concerned personnel as to the date and time of delivery.
- e. The Supplier may personally or through his authorized representative, witness the inspection to be conducted by the NFA Property Inspection Committee together with NFA Supply Officer in the presence of COA representative. The result of inspection shall be binding upon the supplier should the latter opt not to be present.
- f. Failure to deliver the items on the specified delivery period for any cause not attributable to NFA shall make the supplier liable to a penalty.
- g. All expenses, losses and damages which may be incurred while the items for delivery are in transit shall be borne by the supplier.

2. Replacement of Rejects/Bad Orders

- a. All rejected items shall remain with the NFA until the delivery of the replacements within five (5) calendar day after receipt of Notice of Rejection.
- b. Expenses incurred in the delivery of replacement shall be borne by the supplier

3. Billing

Supplier shall bill NFA upon delivery completion, acceptance and inspection of the office equipment and after the complete submission of the required documents as mentioned in item H.5.

4. Warranty

The supplier shall issue a warranty certificate 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

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 Inspection Committee with the presence of the COA Representative as observer. The result of which shall be binding upon the supplier should the latter opt not to be present. The Technical Inspection Committee is composed of the following:

Chairman	:	Alexis J. Cachero, Engineer III
Members	:	Jeffrey B. Felipe, Accountant IV Mercedita M. Cueva, Budget Officer III

3. The NFA Property Inspection Committee shall issue an Inspection and Acceptance Report for the delivery of the items in accordance with the NFA specifications.
4. 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 five (5) 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.
5. The NFA shall pay the supplier upon presentation of the following documents:
 - a. Delivery Receipt/Charge Invoice (Original Copy)
 - b. Purchase Order (Original Copy)
 - c. Notice of Award (Photocopy)
 - d. Notice to Proceed (Photocopy)
 - e. Certificate of Inspection by the NFA (Original Copy)
 - f. Certificate of Completion (Original Copy)
 - g. Certificate of Acceptance (Original Copy)

Cheque payment shall be made within fifteen (15) working days upon submission of complete documents as enumerated in 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.



ENGR. JEOFFREY S. PARATON

Asst. Regional Manager II /
RBAC Chairperson

Conforme:

Printed Name & Signature of Contractor/Authorized Representative

Date

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, 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 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]