



NATIONAL FOOD AUTHORITY

Ilocos Regional Office (Region 1)

Urbiztondo, San Juan, La Union, 2514 Tel. No. (072) 682-9143 Fax No. (072) 242-5907 region1@nfa.gov.ph

REQUEST FOR QUOTATION

Date : _____

Quotation No. : _____

Company Name

Address

Sir/Madam:

Please quote your lowest price, inclusive of VAT on the item/s listed below, 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 NFA Regional Office I, San Juan, La Union.

Prospective bidders should submit one (1) original/certified photocopy of the following documents during submission of sealed quotation:

A. PhilGEPS Certificate of Registration (Platinum Membership); or

The following Class "A" eligibility documents provided that the PhilGEPS Certificate of Registration (Platinum) be submitted during the post-qualification stage:

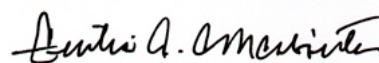
1. 2020 Mayor's/ Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area.
2. DTI Business Name Registration or SEC Registration Certificate or CDA Registration Certificate
3. 2019 Audited Financial Statement
 - c.1 Balance Sheet
 - c.2 Income Statement
 - c.3 Independent Auditor's Report

B. Omnibus Sworn Statement; and

C. DENR Polychlorinated Biphenyls (PCB) Certificate

The schedule of activities shall be as follows

ACTIVITY	DATE / TIME
• Posting at NFA website/PhilGEPS	December 03, 2020
• Deadline of Submission of Sealed Quotations	December 11, 2020 ; NLT 09:00 AM
• Opening of Sealed Quotations	December 11, 2020 ; NLT 09:01 AM onwards



CECILIA A. CONCUBIERTA

Asst. Regional Director/
RBAC Chairperson

Lot No.	DESCRIPTION	Amount/Offer, Php (Inc. of VAT)
1	<p>Supply and delivery of three (3) units 75kVA transformers for Rosales 5.0 TPH Satake Ricemill in NFA Rosales, Pangasinan</p> <p>Technical Specification of Transformer: Quantity: 3 units Capacity: 75 kVA Type: Oil Immersed, Self Cooled, External Operated, Tap Changer Phase: Single with Line to Ground Primary Voltage Rated Frequency: 60 Hz Primary Voltage: 7,620 / 13,200 V Secondary Voltage: 120 / 240 V Winding: Copper to Copper</p> <p>TOTAL</p>	

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

Contact No.

Date

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

IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.



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TERMS AND CONDITIONS FOR THE SUPPLY AND DELIVERY OF THREE (3) UNITS 75KVA TRANSFORMERS FOR ROSALES 5.0 TPH SATAKE RICEMILL IN NFA ROSALES, PANGASINAN

I. PROJECT DESCRIPTION AND PURPOSE

Supply and delivery of three (3) units 75kVA transformers for Rosales 5.0 TPH Satake Ricemill in NFA Rosales, Pangasinan.

II. SUBMISSION OF SEALED QUOTATION:

1. Date and Time of Submission : On or before December 11, 2020; 09:00 AM
2. Form of Submission : Thru sealed envelope / Personalized Delivery or thru waybill (DHL, LBC, etc.)
3. Authorized person to receive quotation : RBAC Secretariat c/o REcon Liza R. Balagot_

III. OPENING OF QUOTATIONS

1. Date and Time of Opening : December 11, 2020; 09:01 AM onward
2. Place : NFA Regional Office 1, San Juan, La Union
3. Parties to be present:
 - a) RBAC
 - b) TWG
 - c) Secretariat
 - d) Service Provider / Authorized Representative
 - e) Observers

IV. SCHEDULE OF REQUIREMENTS

Description	Qty	Unit	ABC (Php)	Cost of Bidding Documents (PhP)
Supply and delivery of three (3) units 75kVA transformers for Rosales 5.0 TPH Satake Ricemill in NFA Rosales, Pangasinan	1	lot	609,000.00	500.00
Technical Specification of Transformer: Quantity: 3 units Capacity: 75 kVA Type: Oil Immersed, Self Cooled, External Operated, Tap Changer Phase: Single with Line to Ground Primary Voltage Rated Frequency: 60 Hz Primary Voltage: 7,620 / 13,200 V Secondary Voltage: 120 / 240 V Winding: Copper to Copper				

V. ELIGIBILITY DOCUMENTS

Prospective bidders shall submit one (1) certified photocopy of the following documents during submission of sealed quotation:

Legal Documents

1. PhilGEPS Certificate of Registration (Platinum); or

The following Class "A" eligibility documents provided that the PhilGEPS Certificate of Registration (Platinum) be submitted during the post-qualification stage:

- a. Mayor's/ Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area.
 - b. DTI Business Name Registration or SEC Registration Certificate or CDA Registration Certificate
 - c. 2019 Audited Financial Statement
 - c.1 Balance Sheet
 - c.2 Income Statement
 - c.3 Independent Auditor's Report
- 2. Omnibus Sworn Statement (Annex A)**
- 3. DENR Polychlorinated Biphenyls (PCB) Certificate**

VI. HOW TO BID

All bids that exceed the ABC shall be rejected outright.

VII. 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.

VIII. PERFORMANCE SECURITY

The Performance Security shall be in amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (not less than the required percentage of the Total Contract Price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a universal	

or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank.	
c. Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

IX. WARRANTY

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

X. OBLIGATIONS OF THE SUPPLIER

1. ON DELIVERIES

- a. To deliver the units within thirty (30) calendar days upon receipt of the Notice to Proceed. Delivery shall be covered by a Charge Invoice and Delivery Receipt.
- b. To deliver the units with accompanying test data sheet to Pangasinan III Electric Cooperative (PANELCO III) Urdaneta City, Pangasinan for the conduct of testing in compliance to local electric company's standard operating procedures.
- c. To personally or through his authorized representative, witness the testing to be conducted by PANELCO III and to be present during the commissioning of said items.
- d. To secure at contractor's own expense the transformer test results from PANELCO III.
- e. After the conduct of testing, the units shall be subsequently delivered to the project site at NFA Rosales Compound, Brgy. Carmay East, Rosales, Pangasinan.
- f. All expenses, losses and damages which may be incurred while the item for delivery is in transit to PANELCO III Testing Laboratory and the project site shall be borne by the supplier.
- g. Contractor shall bill NFA upon completion of the works and after the complete submission of the required documents as mentioned in item XI.5.

2. REPLACEMENT OF REJECTS/BAD ORDERS

- a. All rejected units shall remain with the NFA until the delivery of the replacements within fifteen (15) calendar days after the receipt of the Notice of Rejection. Failure to replace the rejected items within the prescribed period, the

NFA shall forfeit the Performance Security posted by the supplier/contractor and/or terminate the contract.

- b. Expenses incurred in the delivery of replacement of rejected items shall be borne by the supplier.

XI. OBLIGATIONS OF THE NFA

1. To issue a Purchase Order simultaneous with the Notice of Award.
2. To serve the Notice to Proceed indicating therein the description of the items, quantity, delivery period and place of delivery.
3. To inspect the unit and witness the conduct of testing at PANELCO III Testing Laboratory, in Urdaneta City, Pangasinan in the presence of the supplier or his authorized representative.

Should there be defects, non-conformity with specifications and any other reasons for rejection, the NFA shall notify the supplier in writing immediately thereof.

4. Installation shall be undertaken by PANELCO III. Cost of which will be shouldered by NFA.
5. The NFA shall pay the supplier upon the presentation of the following documents:
 - a. Accomplished Voucher
 - b. Sales Invoice (original copy)
 - c. Delivery Receipt
 - d. Notice of Award
 - e. Notice to Proceed
 - f. Purchase Order
 - g. Certificate of Inspection by the NFA
 - h. Certificate of Completion
 - i. Transformer Test Results

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

XI. LIQUIDATED DAMAGES

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages and not by way of penalty,

an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

PREPARED BY: TECHNICAL WORKING GROUP (TWG)

ALEXIS J. CACHERO
Acting Reg'l. Engineer - Chairman

GROCEL M. GANAYO
Acting Reg'l. Calibrator - Member

MONALIZA C. ESPIRITU
Lab. Technician I - Member

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

FREDERICK B. DULAY
Prov'l Mgr. / Member

JONATHAN U. CORPUZ
Prov'l Mgr. / Member

VERALEW DG. DE VERA
Prov'l Mgr. / Vice Chairperson

CECILIA A. CONCUBIERTA
Asst. Regional Director / RBAC Chairperson

APPROVED:

YOLANDA R. NAVARRO, Ph.D.
Regional Director / HOPE

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, 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]