

Republic of the Philippines
NATIONAL FOOD AUTHORITY
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

REQUEST FOR QUOTATION
PROCUREMENT OF FURNITURES AND EQUIPMENT
FOR NFA REGIONAL OFFICE 1
(NEGOTIATED PROCUREMENT: TWO FAILED BIDDINGS)

Date: _____

Company Name

Address

Please quote your lowest price on the item/s listed below subject to the Terms and Conditions attached, and submit your quotation duly signed by you or your representative not later than **January 25, 2016, 10:00 AM** in a sealed envelope addressed to the Regional Bids and Awards Committee.

The opening of the envelope of your quoted price shall be undertaken without you or your representative at the National Food Authority Regional Office 1, San Juan, La Union. Please see to it that the envelope of your quotation is properly sealed.

CARLITO G. CO
Regional Director

| Lot No. | Description | Qty | Unit Cost Php (Inc. of VAT) | Total Cost Php (Inc. of VAT) |
|---------|--|-----|-----------------------------------|------------------------------------|
| 1 | CONFERENCE TABLE 180" x 60" x 76.5", folding table with layer, 4-legged, color gray table top | 5 | | |
| | CONFERENCE CHAIR 16" x 19", with armrest, upholstered with fabric | 24 | | |
| | WATER DISPENSER Hot and Cold, 2-faucet, tower-type | 3 | | |
| | BED Double, 54 x 75, made of solid wood (gmelina), varnish finished, with headboard (with carvings) | 1 | | |

| | | | | |
|--------------------|---|----|--|--|
| | BED Single, 36 x 75, made of solid wood (gmelina), varnish finished, with head board (with carvings) | 10 | | |
| TOTAL (Php) | | | | |

After having carefully read and accepted your Terms and Conditions, I/We quote you on the project at prices stated 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

Designation

Date

Note: To be accomplished if bidder 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

Designation

Date

Important: Erasures will invalid the offer



Republic of the Philippines
NATIONAL FOOD AUTHORITY
Regional Office No. 1
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Tel Nos.: (072) 607-6708 & (072) 242-5927 / Website: www.nfa.gov.ph
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TERMS AND CONDITIONS

PROCUREMENT OF FURNITURE AND EQUIPMENT FOR NFA REGIONAL OFFICE 1 (NEGOTIATED PROCUREMENT: TWO FAILED BIDDINGS)

A. SUBMISSION OF SEALED QUOTATIONS

1. Date and Time of Submission : On or before January 25, 2016; 10:00 AM
2. Form of Submission : Thru sealed envelope/Personal Delivery or thru waybill (DHL, LBC, etc.)
3. Authorize person to Receive quotation : RBAC Sec. c/o Accountant IV Virginia S. Mariano

B. OPENING OF QUOTATIONS

1. Date and Time of Opening : January 25, 2016; 10:00 AM onwards
2. Place : NFA Regional Office 1, San Juan, La Union
3. Parties to be present
 - a) RBAC/TWG/Secretariat/End-Users
 - b) Supplier/Authorized representative (optional)
 - c) Observers

C. SCHEDULE OF REQUIREMENTS

| Lot No. | Description | Qty | Unit Cost | Total Cost |
|---------|--|-----|-------------------|-------------------|
| | | | Php (Inc. of VAT) | Php (Inc. of VAT) |
| 1 | CONFERENCE TABLE 180" x 60" x 76.5", folding table with layer, 4-legged, color gray table top | 5 | 5,329.00 | 26,645.00 |
| | CONFERENCE CHAIR 16" x 19", with armrest, upholstered with fabric | 24 | 1,295.00 | 31,080.00 |
| | WATER DISPENSER Hot and Cold, 2-faucet, tower-type | 3 | 5,143.00 | 15,429.00 |
| | BED Double, 54 x 75, made of solid wood (gmelina), | 1 | 9,000.00 | 9,000.00 |

| | | | | |
|---|--|----|----------|-------------------|
| | varnish finished, with headboard (with carvings) | | | |
| | BED Single, 36 x 75, made of solid wood (gmelina), varnish finished, with head board (with carvings) | 10 | 8,500.00 | 85,000.00 |
| TOTAL APPROVED BUDGET FOR THE CONTRACT | | | | 167,154.00 |

For a bid offer to qualify, it shall not exceed the ABC for each item.

The RBAC Secretariat shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost of bidding documents as specified above.

D. QUALIFICATION OF BIDDERS

Distributor/Supplier/Dealer engaged in the sale of furniture and fixtures/office equipment.

E. DOCUMENTARY REQUIREMENTS

The following documents shall be submitted by the bidder:

1. Duly accomplished price quotation.
2. Current Mayor's permit issued by the city or municipality where the principal place of business of the bidder is located.
3. 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.
4. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
5. Audited financial statements for the year 2014 stamped "Received" by the BIR or its duly accredited and authorized institutions, such as:
 - 5.1 Balance Sheet
 - 5.2 Income Statement
 - 5.3 Independent Auditor's Report certifying that he/she has audited the financial statements.
6. Valid Certificate of PhilGEPS registration

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 three (3) bidders with the same LCB, it shall be resolved through draw lots.

G. PERFORMANCE SECURITY

The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

| Form of Performance Security | Amount of Performance Security (equal to percentage of the total contract price) |
|---|---|
| a. Cash or cashier's/manager's check issued by a universal or commercial bank | Goods and Consulting Services - 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%) |
| d. Any combination of the foregoing | Proportionate to share of form with respect to total amount of security |

H. OBLIGATIONS OF THE SUPPLIER

I. Delivery

Goods shall be available for delivery within fifteen (15) calendar days upon receipt of the Notice to Proceed. Place of delivery shall be at the National Food Authority Regional Office I, San Juan, La Union. Delivery shall be covered by a Charge Invoice and Delivery Receipt.

II. Billing

Supplier shall bill NFA upon completion and acceptance of the bidded items and after the complete submission of the required documents as mentioned in item I.4

III. Warranty

To ensure that defects shall be corrected or replaced by the supplier, items shall be covered by a warranty of a minimum of six (6) months after acceptance of the delivered items.

I. OBLIGATIONS OF THE NFA

1. To issue Notice of Award and Purchase Order.
2. To serve the Notice to Proceed indicating therein the quantity, delivery period and place of delivery.
3. To inspect the delivered items 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 | - | Regional Operations Officer |
| | - | Administrative Officer |
| | - | Regional Accountant |
| | - | Regional Standards and Quality Assurance 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 items within five (5) working days from the receipt of the Notice of Rejection.

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

Failure to deliver the items on the specified delivery period for any cause not attributable to NFA shall make the supplier liable to liquidated damages as specified under item J.

4. The NFA shall pay the supplier upon the presentation of the following documents:
 - a. Sales Invoice (original copy)
 - b. Delivery Receipt
 - c. Notice of Award
 - d. Notice to Proceed
 - e. Purchase Order
 - f. Certificate of Inspection by the NFA
 - g. Certificate of Completion
 - h. 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.

J. PENALTIES

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

PREPARED BY: TECHNICAL WORKING GROUP (TWG):

JEOFFREY S. PARATON
Regl Engineer -Chairperson

LIZA R. BALAGOT
Actg Regl Econ-Member

RODOLFO W. CORPUZ
Regl SQAQO- Member

Recommending Approval: REGIONAL BIDS AND AWARDS COMMITTEE

LIGAYA M. APOLINARIO
Officer-in-Charge/Member

ERLINDA E. BALDERAS
Officer-in-Charge/Member

CECILIA A. CONCUBIERTA
Prov'l Mgr./Member

BEVERLYN P. PERALTA, PhD.
Prov'l Mgr./ Vice Chairperson

MARIETTA J. ABLAZA, Ph.D.
Asst. Regl Director/ Chairperson

APPROVED:

CARLITO G. CO
Regional Director/HOPE