

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Albay Provincial Office
Legazpi City

INVITATION TO SUBMIT QUOTATION

The National Food Authority-Albay Provincial Office invites all interested parties who are poultry and hog raisers, feedmillers, feed/industrial users to participate and submit offers to the Provincial Disposition Committee (PDC), Albay Provincial Office, Pier Site, Legazpi City for the sale through public bidding of the following accumulated vessel/port sweepings and mothballs at the minimum bid price indicated below on “as-is-where-is and no-selection-basis”.

LOT NO.	LOCATION	VARIETY	VOLUME (net kilogram)	MIN. BID PRICE/ kg
FOR FEED INGREDIENTS				
<u>VESSEL SWEEPINGS</u>				
1	Abacorp Warehouse, Tabaco City	VCEW62	2,751.20	6.00
2	TabGID Warehouse, Tabaco City	VCEW62	2,255.24	4.50
3	LegGID Warehouse, Legazpi City	VCEW52	1,416.40	4.50
TOTAL			6,422.84	
<u>PORT SWEEPINGS</u>				
4	Abacorp Warehouse, Tabaco City	VCEW62	154.52	4.50
<u>MOTHBALLS</u>				
5	TabGID Warehouse, Tabaco City	MTB	1,218.00	2.50
FOR INDUSTRIAL USE/ ORGANIC FERTILIZER				
6	LegGID Warehouse, Legazpi City	VCEW52	150.00	2.00
TOTAL			7,945.36	

Submitted filled-up Request for Quotation must be in a sealed brown envelope and shall be accompanied with the following documents:

1. Photocopied current Mayor’s Permit
2. Photocopied current NFA Certificate of Registration of License as poultry /hog raiser or as feed miller. For the farmers/cooperatives who will bid for the stocks intended for the organic fertilizer, a certification from the City/Municipal Agriculture Office certifying that they are using organic fertilizer.
3. Photocopied Barangay certification where the poultry / hog raising business/ feed mill is being operated and certifying further that said business have been in operation for the last two (2) years.
4. Photocopied Bureau of Animal Industry (BAI) Registration

Winning offeror shall be required to post a bid bond equivalent to ten percent (10%) of the total amount based on the bidder’s price offer. It shall be in the form of Cash, Manager’s Check or Cashier’s Check payable to NFA. The winning offeror shall present the original copy of the above mentioned documents upon payment of the bid bond.

Issuance of Bid Documents starts on September 12-20, 2017 from 8AM-5PM and on September 21, 2017 until 12NN only. Pre-Bid Conference is on September 21, 2017 at 2PM and Bidding Proper will follow at 2:30PM.

For further inquiries/details, you may contact the Provincial Disposition Committee at Telephone Numbers (052) 480-7086/ 480-7033.

THE NATIONAL FOOD AUTHORITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITIES OR DEFECTS FOUND THEREIN AND TO ANNUL THE BIDDING PROCESS, AND REJECT ALL BIDS AT ANY TIME PRIOR TO THE AWARD, WITHOUT THEREBY INCURRING ANY LIABILITY TO THE AFFECTED BIDDER OR BIDDERS AND TO ACCEPT ONLY SUCH BIDS MOST ADVANTAGEOUS TO THE GOVERNMENT.

LILIAN L. JAROMAMAY (SGD)
Chairperson

NATIONAL FOOD AUTHORITY
ALBAY PROVINCIAL OFFICE
Pier Site, Legazpi City

TERMS AND CONDITIONS FOR THE PUBLIC BIDDING
OF 7,795.36 KILOGRAMS VESSEL/PORT SWEEPINGS AND MOTHBALLS
CLASSIFIED AS FEED INGREDIENT AND 150 KILOGRAMS VESSEL/PORT
SWEEPINGS FOR INDUSTRIAL USE / ORGANIC FERTILIZER

1. COMMODITY/CONDITION

Damaged stocks for feed ingredients and industrial use /organic fertilizer.

II. LOCATION/VOLUME

The stocks may be inspected at the said location during regular working days (Monday to Friday) from 8:00AM to 5:00PM. No samples shall be allowed to be taken.

III. MINIMUM BID PRICE

LOT NO.	LOCATION	VARIETY	VOLUME (net kilogram)	MIN. BID PRICE/ kg
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TOTAL			7,945.36	

The above Minimum Bid Price was authorized per RO5-OPNS-I-031 dated September 6, 2017.

IV. QUALIFICATION OF BIDDERS

The public bidding shall be limited to all persons, entities and corporations engaged in the business of poultry/ hog raising and/or feed milling duly licensed /registered by the NFA and the Bureau of Animal Industry.

Farmers/ Farmers’ Organization using organic fertilizer are allowed to bid for the vessel/port sweepings for industrial use only provided they submit a certification from the City/Municipal Agriculture Office certifying that they are using organic fertilizer.

V. QUANTITY OF BID

The bid shall be for the ‘WHOLE LOT’, on ‘AS-IS-WHERE IS’ and ‘NO SELECTION’ basis.

VI. SCHEDULE OF PUBLIC BIDDING ACTIVITIES

ACTIVITIES	DATE / TIME
Publication of Invitation to submit offer	SEPTEMBER 12-21,2017
Issuance of Bid Documents	SEPTEMBER 12-20 from 8AM-5PM and on SEPTEMBER 21, 2017 up to 12NN only
Pre-Bidding Conference	SEPTEMBER 21, 2017 ; 2:00 PM
Submission and Opening of Bids	SEPTEMBER 21, 2017 ; 2:30 PM

A rebidding shall be conducted in case of a failure of bidding.

VII. PURCHASE/PAYMENT AND ISSUANCE OF BID DOCUMENTS

1. All interested and qualified bidders can purchase the bidding documents on the above scheduled dates upon presentation and submission of the following documentary requirements to the committee secretariat:
 - 1.1 Presentation of the original copy of :
 - 1.1.a Current Mayor's Permit
 - 1.1.b. Bureau of Animal Industry (BAI) Registration
 - 1.2 Current NFA Certificate of Registration of License as poultry /hog raiser or as feed miller. For the farmers/cooperatives who will bid for the stocks intended for the organic fertilizer, a certification from the City/Municipal Agriculture Office certifying that they are using organic fertilizer.
 - 1.3. Feed millers must have hammer mill or technical capabilities in case of scientific formulation of feeds.
 - 1.4. Barangay certification where the poultry / hog raising business/ feed mill is being operated and certifying further that the business have been in operation for the last two (2) years.
 - 1.5 Submission of Special Power of Authority for sole proprietorship/partnership business or Board Resolution or Secretary's certificate for corporation, for the authorized representative indicating that they are authorized to purchase bidding documents, attend the pre-bidding conference and participate in the conduct of the bidding proper (submission and opening of bids) and all other activities related thereto, such as, to sign documents in the withdrawal of stocks from the NFA warehouse like Warehouse Stock Issue (WSI) and to receive the stocks for and in behalf of the bidder.
2. The Secretariat shall review all the submitted documentary requirements, and if found to be in order and complete, issues the Authority to Accept Payment (AAP) for the purchase and issuance of the bid documents.
3. Qualified bidders shall pay to the NFA Cashier a non-refundable bidding fee of FIVE HUNDRED PESOS (P 500.00).
4. Upon compliance and completion of items 1 and 2 above and payment of the bidding fee, the bidding secretariat shall issue to the qualified bidder/s the following bid documents:
 - 4.1. Copy of the Terms and Conditions of the Public Bidding
 - 4.2. Copy of the Tender Form (pre-numbered)

- 4.3. Replacement of lost Tender Form is allowed provided the bidder submits an Affidavit of Lost and pay the amount of P500.00 as replacement fee. No photo copy of the Tender form shall be accepted during the opening of the bid.
5. In case of failure of bidding and a rebidding will be undertaken, bidders shall be required to pay a bidding fee of FIVE HUNDRED PESOS (P 500.00) based on the rebidding scheduled date. New bidders shall be required to submit the documentary requirements stated in Item 1.1 to 1.5 and pay the bidding fee.

VIII. BID BOND

1. The bid offer (Tender Form) must be accompanied by a BID BOND equivalent to TEN PERCENT (10%) of the total amount of bid/offer in the form of CASH, CASHIER'S/MANAGER'S CHECK payable to the NFA issued by any reputable commercial bank. The CASHIER's/MANAGER's CHECK must be accompanied by an Application to Purchase CASHIER's/MANAGER's CHECK duly approved by the bank manager with machine validated receipt of payment. Further, CASHIER's/MANAGER's CHECK shall be subject for the confirmation by the issuing bank before an NFA Official Receipt is issued to the bidder.
2. The application to purchase Manager's/Cashier's check and the Manager's/Cashier's check should be secured by and withdrawn from the account of the bidder in the issuing bank, otherwise, the bid bond shall be rejected and the bidder disqualified.
3. No Manager's/Cashier's check secured by and withdrawn from the account of any other person or persons submitted as bid bond by the bidder shall be accepted during the opening of the bids.
4. Failure of the bidder to comply with the bid bond requirement will mean outright an automatic disqualification/rejection of the bid/offer.

IX. PRE-BIDDING CONFERENCE

1. The Pre-Bidding Conference shall be conducted on **SEPTEMBER 21, 2017 at 2:00 PM** at NFA Albay Provincial Office Administrative Section in the presence of the participating bidders or their authorized representative(s),
2. The Pre-Bidding Conference shall be conducted to discuss, explain and clarify the terms and conditions of the public bidding to the participating bidders. Instructions to qualified bidders on the whole mechanics of the bidding proper shall be imparted to the participating qualified bidders during the conference.
3. Attendance to the pre-bidding conference is not mandatory; hence qualified bidders have the option to attend or not the pre-bidding conference. However the absence of prospective bidders at the pre bidding conference shall constitute a waiver; and all things agreed upon in the said conference shall be binding even upon them.
4. Only qualified bidders who purchased the bidding documents shall be allowed to participate in the pre-bid conference and raise or submit queries, questions and clarifications relative to the public bidding.
5. Any statement made at the pre-bid conference shall not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

X. BIDDING PROPER

1. An authority to attend the bidding conference shall be required from offeror who opt to send only his authorized representative during the pre-bidding proper.
2. Bidding shall be on an 'as is, where is" and "no selection" bases. This means that whole lot of stocks for bidding shall be withdrawn by the winning bidder at the NFA designated warehouse.
3. The bid shall be accompanied by a bidder's bond equivalent to ten percent (10%) of the total amount of the offer.
4. The bidders bond shall be in the form of CASH, CASHIER'S CHECK or MANAGER'S CHECK in favor of NFA and shall accompany the sealed offer. Otherwise, said offer shall be automatically rejected.
5. The bidders bond shall be valid for a reasonable period to be determined by the Bidding Committee as specified in the Invitation to Tender.
6. Any bid bond may be withdrawn before the award is made except for the three (3) highest bidders. The withdrawal shall be construed as a waiver by the bidder concerned for the award of the sale.
7. The bidder's bond of the winning bidder shall be automatically converted as his performance bond once his Notice of Award is served.
8. The timepieces of the bidders and Bidding committee shall be synchronized with the time schedule of the bidding proper during the pre-bidding conference.
9. The bidding proper shall start on time as scheduled. Late bidders shall be automatically disqualified.
10. Qualified bidders shall submit a sealed Tender Form duly accomplished and signed together with a bid bond as herein specified in Item VIII, in the form of Cash/Manager's/Cashier's check payable to NFA which should be contained in the prescribed envelope provided by the Bidding Committee.
11. Sealed bids shall be dropped in the official drop box from **2:00-2:30 PM, SEPTEMBER 21, 2017**, the opening of the bids shall follow thereafter.
12. The Chairman shall read and announce each of the bidder's offer stating the quantity in kilogram and price per kilogram and verified, authenticated and counter-signed by the members of the committee.
13. The bids/offers shall be tabulated on the board in the presence of the bidder/authorized representative, COA and other invited observers.
14. Tender Form with erasures shall be automatically rejected. Hence, bidders are encouraged to carefully review and study their bid price before filling up the Tender Form.
15. The bidding can proceed even if there is only one interested bidder/offeror provided that he/she has met or complied with all the documentary requirements prescribed in the bidding.
16. Bid which is below the minimum bid price shall be automatically rejected.
17. In case of a tie in the highest bid between two or more bidders, the volume subject of the bidding shall be divided and awarded equally among the tied bidders or the tie shall be broken through drawing of lots or toss coins method, depending on the agreements of the bidders concerned.

18. The bidder's authorized representative shall be required during the bidding to present Identification Card or any other documentary proof to show that he/she is an immediate member of the family for sole proprietorship/partnership or an employee, officer or official of the company/corporation, if in the case of corporation.

XI. VALIDITY OF BID

The bid offer shall be valid up to five (5) working days from submission and opening of bids.

XII. POST QUALIFICATION

1. All the bidding documents submitted by the winning bidder/s shall be subject for post-evaluation, review and verification by the Bidding Committee to determine the authenticity, validity and genuineness of the documents and correctness of the information's stated therein.
2. Winning bidder who submits supporting documents which has been found to be containing false information or falsified, upon evaluation, review and verification of the same, shall be automatically disqualified and the bid rejected.
3. The bid bond of the said winning bidder shall be forfeited in favor of the NFA without prejudice to the appropriate penalties as provided for by law.
4. The volume bidden shall be disposed in any of the following manner:
 - 4.1 To be offered to the 2nd highest bidder at the bid/offer of the disqualified winning bidder
 - 4.2 Re-bidding

XIII. AWARD OF SALE

1. A Notice of Award signed by the Regional Director shall be given to the winning bidder after the post qualification; stating among others the volume in bags and net kilograms, price, name of issuing warehouse and withdrawal and payment period.
2. The winning bidder shall be notified thru fastest available means like fax machine, telephone, cell phone, E-Mail and thru registered mail of the approval of the Notice of Award and must secure the Notice of Award within five (5) working days from the date of notice. Otherwise, the bid bond shall be forfeited and the Bidding Committee shall rebid the stocks.
3. Bidders shall furnish the secretariat their respective fax number, telephone number, cell phone number, E-Mail address and complete address.

XIV. PERFORMANCE BOND

1. The bid bond of the winning bidder shall be converted to performance bond.
2. The winning bidder's performance bond which is equivalent to 10% of the total amount of the stocks awarded shall be released only upon completion of the withdrawal of the volume of awarded stocks and to be supported by a Certification of Issues/Balances issued by the concerned Warehouse Supervisor/s and duly noted and countersigned by the Provincial Manager and the Provincial Accountant.

XV. PAYMENT OF STOCKS

1. Payment shall be either in Cash/Manager's/Cashier's Check issued by any reputable commercial bank in favor of NFA. Payment in the form of Cashier's/Manager's Check must be accompanied by an Application to Purchase CASHIER's/MANAGER's CHECK duly

approved by the Bank Manager and Official Receipt of payment. Further, CASHIER's/MANAGER's CHECKs shall be subject for confirmation by the issuing bank before an NFA Official Receipt is issued to the bidder.

2. The buyer should complete the payment for the whole lot/volume of commodity purchased within four (4) working days from the receipt of the Notice of Award. Should the buyer fail to do so, the bid bond shall be forfeited in favor of the NFA and the Auction committee may decide to rebid the stocks.

XVI. WITHDRAWAL OF STOCKS

1. The volume of awarded stocks should be withdrawn by the winning bidder within five (5) working days from date of payment. Otherwise, a storage fee of P5.00/bag/month on the remaining unwithdrawn balance shall be imposed to winning bidder. Any fraction of a month shall be computed as one month.
2. The Provincial Manager shall ensure that the total volume subject of the Notice of Award and paid by the bidder shall be fully served.
3. The Provincial Manager shall create a Stock Disposition Committee to supervise and monitor the issuance and withdrawal of the stocks by the winning bidder and strict compliance by the Warehouse Supervisor on the warehouse documentation and transaction policies and procedures.
4. The Stocks Disposition Committee shall submit to the Provincial Manager a Disposition Report indicating the day to day transactions and observations from the start up to the completion of the withdrawal of stocks by the bidder.
5. In case of un-served balance, the WSII shall submit a Certificate of Issues and Balances to be countersigned by the Provincial Manager and the Provincial Accountant.
6. The Provincial Manager shall require WSII to explain in writing why the volume awarded was not served.
7. The Provincial Manager shall submit to the Regional Office the Disposition Report, copy of the approved IIR, AI, WSI upon the completion of the withdrawal of stocks by the bidder.
8. The Provincial Manager and the Bidding Committee must ensure that the scales (platform/truckscale) are properly checked, verified and calibrated before any stock issuances and weighing and documentation are witnessed and countersigned by the bidder or his duly authorized representative. This is to avoid complaints of short weighing.

XVII. REFUND

A. UNSERVED BALANCE

1. NFA shall refund to the bidder the equivalent money value of the volume (in kg) of the unserved balance, if there is any.
2. Voucher for refund should be accompanied by the original copy of the following supporting documents:
 - 2.1 Letter request for refund signed by the bidder or his duly authorized representative.
 - 2.2 Certification of Issues and Unserved Balance issued by the Warehouse Supervisor II of the warehouse, duly countersigned by the District Manager and the Provincial Accountant.
 - 2.3 Notice of Award

2.4 Official Receipt of payment of stocks

B. PERFORMANCE BOND

1. The NFA shall refund to the bidder, the performance bond upon completion of the withdrawal of the paid volume of stocks that is subject of the Notice of Award.
2. The voucher for refund should be accompanied by the following supporting documents:
 - 2.1 Letter Request for refund of Performance Bond
 - 2.2. Certificates of Issues and Balances issued by the Warehouse Supervisor II of the warehouse duly countersigned by the District Manager/District Office Accountant
 - 2.3. Original copy of the Official Receipt of payment of bidders/performance bond
3. It shall be the responsibility of the bidder to ensure that the above stated supporting documents are submitted as attachment to the voucher for refund.
4. Payment of the claim for refund shall be subject to the usual accounting and auditing rules and regulations.

XVIII. PENAL CLAUSE

Bidders who commit any of the following acts shall, upon conviction, suffer the appropriate penalties prescribed under existing laws:

1. When two or more bidders agree and submit different bids as *bona fide* bidders, all the while knowing that the bid(s) of one or more of them was so much higher than the other that the latter could not be honestly accepted and that the contract will surely be awarded to the pre-arranged highest bid.
2. When a bidder maliciously submits different bids through two or more persons to create the appearance of competition that does not in fact exist so as to be adjudged as the winning bidder.
3. When two or more bidders enter into an agreement which calls upon one or more of them to refrain from bidding, or which requires one or more of them to withdraw bids already submitted, in order to secure an undue advantage to any one of them.
4. Submission of eligibility requirements containing false information or falsified documents.
5. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of qualification screening, or any other stage of the public bidding.
6. Allowing the use of one's name, or using the name of another for purposes of public bidding.
7. Withdrawal of a bid, or refusal to accept an award, without justifiable cause, after he had been adjudged as having submitted the Highest Responsive Bid.
8. Any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor.
9. All other acts that tend to restrain/defeat the purpose of competitive bidding or to stifle or suppress competition and thus produce a result disadvantageous to the public/government.

XIX. OTHERS

1. The winning bidder shall execute a Notarized Deed of Undertaking stating the following:

- 1.1 That upon withdrawal of the stocks from the NFA designated warehouse, the NFA shall be automatically relieved from any liabilities that may arise from the disposal of such.
- 1.2 That the subject stocks shall be used solely for the intended purpose, i.e. animal feeds or feed ingredients. If the involved stocks go to the wrong market, the awardee shall be liable under applicable laws.
- 1.3 That violation of the deed of undertaking shall subject the winning bidder to the appropriate penalties as provided by law.

The National Food Authority reserves the right to accept or reject any or all bids, to waive any formalities or defects found therein and to annul the bidding process, and reject all bids at any time prior to the award, without thereby incurring any liability to the affected bidder or bidders and to accept only such bids most advantageous to the government.

Approved:

LILIAN L. JAROMAMAY (SGD)
Provincial Manager