

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 Construction of Records / Storage Room and Service Bay, in NFA La Union compound, San Juan, La Union, 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 bidder should 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. PhilGEPS Certificate of Registration (Platinum Membership);
- 2. 2018 Annual Income/ Business Tax Return
- 3. PCAB License (at least license category C & D, size range Small B per PCAB Resolution No. 201 Series of 2017)
- 4. Omnibus Sworn Statement (Annex A)

The Schedule of activities shall be as follows:

ACTIVITY	DATE/TIME
Posting at NFA website/PhilGEPS	May 20, 2020
Deadline of Submission of Sealed Quotations	June 1, 2020; NLT 1:00 PM
Opening of Sealed Quotation	June 1, 2020; 2:00 PM onward

ENGR. ARLENE F. TANSECO

Asst. Regional Director/ RBAC Chairperson

Lot		Amount/Offer,
No.	DESCRIPTION	Php
		(Inc. of VAT)
	Construction of Records / Storage Room and Service Bay	
	in NFA La Union compound, San Juan, La Union	
1	(Please refer to the attached approved plans and	
	drawings)	

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.

Printed Name & Signature

Contact No.

Date

Note: To be accomplished if supplier 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

Date

IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.



"A food secure Philippines with prosperous farmers and fisherfolk"

Republic of the Philippines NATIONAL FOOD AUTHORITY San Juan, La Union Tel Nos. (072) 682-9143 / Website: www.nfa.gov.ph E-mail Address:nfaregion1@yahoo.com / Fax No. (072)242-5907

TERMS AND CONDITIONS FOR THE CONSTRUCTION OF RECORDS /STORAGE ROOM EXTENSION AND SERVICE BAY AT NFA-LA UNION COMPOUND, SAN JUAN, LA UNION

I. PROJECT DESCRIPTION AND PURPOSE

Construction of Records Room/ Storage Room Extension and Service Bay in NFA La Union compound, San Juan, La Union

II. SUBMISSION OF SEALED QUOTATION:

1. Date and Time of Submission		:On or before June 1, 2020; 1:00 PM
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 Ms. Liza R. Balagot

III. OPENING OF QUOTATIONS

- 1. Date and Time of Opening
- 2. Place
- 3. Parties to be present a) RBAC
 - b) TWG
 - c) Secretariat

IV. SCHEDULE OF REQUIREMENTS

: June 1, 2020; 2:00 PM onward

- : San Juan, La Union
 - d) Prospective Bidder/s or Representative/s
 - e) Observer

Description	Location	ABC (Php)	Cost of Bidding Documents (Php)	Contract Duration (Calendar Days)
Construction of Records Room/ Storage Room Extension and Service Bay	San Juan, La Union	392,131.99	500.00	45

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)
- 2. 2018 Income/Business Tax Returns
- 3. PCAB License (at least license category C & D, size range Small B per PCAB Resolution No. 201 Series of 2017)
- 4. Omnibus Sworn Statement (Annex A)

VI. <u>HOW TO BID</u>

All bids that exceed the ABC shall be rejected outright.

VII. <u>CONDITIONS IN THE DETERMINATION OF THE LOWEST CALCULATED BID</u>

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. <u>PERFORMANCE SECURITY</u>

To guarantee faithful performance by the winning bidder of his/her obligations under the contract, he/she shall file a Performance Security in an 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)
 Cash or cashier's/manager's check issued by a Universal or Commercial Bank 	
 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. 	Five Percent (5%)
c. Surety bond callable on demand issued by a surety or insurance	Thirty Percent (30%)

company duly	y certified by the
Insurance	Commission as
authorized	to issue such
security.	

The Performance Security shall be released by NFA after the issuance of Certificate of Acceptance to the contractor.

IX. WARRANTY

To ensure that defects shall be corrected by the contractor, the project shall be covered by a warranty of a minimum of one (1) year reckoned from the date of Contractor's receipt of the Certificate of Acceptance issued by NFA.

X. OBLIGATIONS OF THE CONTRACTOR

- 1. To conduct project site inspection prior to the submission of sealed quotation.
- 2. To provide all labor, tools, equipment, materials, supplies and vehicle necessary to perform satisfactorily the project.
- 3. To ensure a smooth and safe working environment and will not interrupt the daily business activities of the NFA.
- 4. To display a safety sign at the vicinity of the work site.
- 5. To inform the NFA Project Inspector on the delivery of materials for inspection as to compliance to required specifications.
- 6. To maintain an updated logbook and weather chart at the project site.
- 7. To complete the project within Forty Five (45) calendar days reckoning from the date of receipt of the Notice to Proceed.
- 8. To furnish NFA all construction records.
- 9. To provide NFA as-built plan/drawing of the project upon completion of the Project.
- 10. To bill NFA upon completion of the Project and complete submission of the required documents as mentioned in item XI.4.

XI. OBLIGATIONS OF THE NFA

- 1. To issue a Notice of Award.
- 2. To serve the Notice to Proceed indicating therein the contract duration which is Forty Five (45) calendar days.

Failure to complete the project within Forty Five (45) calendar days for any cause not attributable to NFA shall make the contractor liable to liquidated damages as specified in item XII.

3. The NFA Inspection Team shall validate the accomplishment/completion of the Project for purpose of payment. The Team shall be composed of the following:

Team Leader	: Regional Engineer
Members	: Regional Operations Officer
	: Regional Accountant
	: Regional Administrative Officer
	NFA Project Engineer

- 4. The NFA shall pay the Contractor thru Check upon submission of the following documents subject to standard NFA accounting and auditing rules and regulations:
 - a. Accomplished Voucher
 - b. Notice of Award
 - c. Contract
 - d. Notice to Proceed
 - e. Certificate of Inspection by the NFA
 - f. Certificate of Completion by the NFA

XII. LIQUIDATED DAMAGES

If the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extended 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, provided in the conditions of contract, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity may rescind or terminate this Contract, forfeit the Contractor's performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.

PREPARED BY: TECHNICAL WORKING GROUP (TWG):

JONATHAN U. CORPUZ	GROCEL M. GANAYO	MONALIZA C. ESPIRITU
Regional Engineer	Engineering Assistant	Laboratory Technician

Recommending Approval: REGIONAL BIDS AND AWARDS COMMITTEE

CECILIA A. CONCUBIERTA Prov'l Mgr./ Member LOLITA O. SANEDRIN Prov'l Mgr. / Member

VERALEW DG. DE VERA Prov'l Mgr./ Member ENGR. FORTUNATO B. BULAO Prov'l Mgr. / End- User Representative

ELEONOR A. ANDRES, ASEAN ENGR. Prov'l Mgr. / Vice Chairperson

ARLENE F. TANSECO, MSFE Asst. Regional Director/RBAC Chairperson

APPROVED:

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

TERMS AND CONDITIONS FOR THE CONSTRUCTION OF RECORDS /STORAGE ROOM EXTENSION AND SERVICE BAY AT NFA-LA UNION COMPOUND, SAN JUAN, LA UNION

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;
- 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 enduser 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission ______ Notary Public for _____ until _____ Roll of Attorneys No. _____ PTR No. _____ [date issued], [place issued] IBP No. _____ [date issued], [place issued]

Doc. No. _____ Page No. _____ Book No. _____ Series of _____









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		NATIONAL FOOD AUTHORITY
TECHNICAL RESEARCH & SERVICES DEPARTMENT		PREPARED BY: CERTIFIED CORRECT: RECOMMENDING APPROVAL: APPROVAL:
ENGINEERING SERVICES DIVISION	ROOM EXTENSION	Staran Or afteren Miller 3
DATE:	LOCATION: SAN JUAN, LA UNION FIL	LENAME: VENGG ASSISTANT REGIONAL ENGINEER ASST. REGIONAL DIRECTOR REGIONAL DIRECTOR

	ASST. REGIONAL DIRECTOR REMONAL DIRECTOR	ENG'G ASSISTANT REGIONAL ENGINEER	:BMANBJIR	LOCATION: SAN JUAN, LA UNION	:ETAQ	
4 2 E4				PROPOSED RECORDS ROOM EXTENSION	TECHNICAL RESEARCH & SERVICES DEPARTMENT ENGINEERING SERVICES DIVISION	
SHEET NO.		OWNER	BEAISION:	BROJECT :	DESIGNED BA:	

SIN

SCALE LOAD SCHEDULE AND DESIGN COMPUTATION

USE: 2 - 22mm2 THHN

A 88.66 A. 1= (46.93) (1.25)

SIZE OF MAIN FEEDER

		46.93		TOTAL				
		10.00	530	3PA98		9		
		10.00	530	BAARS		g		
3/4" DIAM. PVC CONDUIT	² mm0.8 - S	51.74	530	1 - SPECIAL CONVENIENCE OUTLET	20 V	*		
1/2" DIAM. PVC CONDUIT	² mmð.6 - S	69'1⁄	530	6 - CONVENIENCE OUTLET	20 ¥	3		
1/2" DIAM. PVC CONDUIT	2 - 3.5mm ²	ÞL'0	530	2 - LED TUBE LIGHT, 16W	Aar	2		
Z - 3.5mm* 1/2* DIAM PVC CONDUIT	WW0.6 - 7 00:0	11' 3M 530 0'36 5 - 3' 2 mm 4 NC	00.0	007	007	5 - LED BULE LIGHT, 9W	201	-
	2	ac o	530	4 - LED TUBE LIGHT, 16W	Aat			
SIZE OF CONDUIT	SIZE OF WIRE	GMA	STJOV	DESCIPTION OF LOADS	BREAKER	CKT. NO.		

GENERAL NOTES:

1. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE IN ACCORDANCE WITH THE PROVISION OF THE PHILIPPINE ELECTRICAL CODE (RA - 7920) AND SHALL COMPLY THE RULES AND REGULATIONS OF THE LOCAL GOVERNMENT AUTHORITIES CONCERNED IN THE ENFORCEMENT OF ELECTRICAL LAWS AND ORDINANCE AND WITH THE REQUIREMENTS OF THE LOCAL ELECTRIC UTILITY COMPANY.

2. POWER SUPPLY TO THE BUILDING SHALL BE 230 VOLTS, SINGLE PHASE AND 60 HERTZ

3. TYPE OF WRING INSTRLATION SHALL BE DONE IN RIGID STEEL CONDUIT (HOT DRIP GALVANIZED MILD STEEL COAT) FOR SERVICE ENTRANCE AND PVC TO ALL BRANCH CIRCUIT WIRING.

4. UNLESS OTHERWISE SPECIFIED ON THE PLAN MINIMUM SIZE OF WIRE TO BE USED SHALL BE #3.5mm sq. THHN IN 15mma PVC.

5. ALL ELECTRICAL EQUIPMENT TO BE USED SHALL BE EQUIPPED WITH PROPER AND ADEQUATE OROUNDING SYSTEM.

6. EACH FLOURESCENT LAMP WILL HAVE A HIGH POWER FACTOR BALLAST AND G. E. LAMP HOLDERS.

7. LIGHT CONTROL SWITCHES WILL HAVE RATING OF 15 AMPS., 230 VOLTS, QUIETMATIC TYPE.

8. CONVENIENCE OUTLET SHALL BE RATED 15 AMPS., 230 VOLTS, DUPLEX, GROUNDING TYPE.

9.0UTLET FOR SPECIAL PURPOSE WILL HAVE RATING OF 30 AMPS., 230 VOLTS.

10. ALL SPARE CIRCUITS SHALL HAVE A BOX 4 INCHES IN SIZE WITH 20mms PVC MOUNTED IMMEDIATELY ABOVE DROP CEILING AND CIRCUIT BREAKERS FOR EACH UNIT.

11. OUTLET BOXES SHALL BE GAUGE 16 MINIMUM PRESSED STEEL GALVANIZED AS FOLLOWS:

A. LIGHT OUTLET 5 cm DEEP x 10 cm OCTRGONAL BOX FOR ONE OR TWO RACEWAY ENTRIES.

B. CONVENIENCE OUTLET 6 cm DEEP UTILITY BOX FOR ONE OR TWO RACEWAY ENTRIES.
C. LIGHT CONTROL SWITCHES 6 cm DEEP UTILITY BOX FOR ONE OR TWO RACEWAY ENTRIES.

12. MOUNTING HEADS:

A. LIGHTING CONTROL SWITCHES - 1,48 METERS ABOVE FINISH FLOOR LINE.

B. CONVENIENCE OUTLET - 0.30 METERS ABOVE FINISHED FLOOR LINE.
C. PRNEL BOARD - 1.5 METERS ABOVE FINISHED FLOOR LINE.

13. ALL ELECTRICAL MATERIALS TO BE USED SHALL BE BRAND NEW AND APPROVED TYPE FOR BOTH LOCATION AND PURPOSE INTENDED.

14. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE UNDER THE DIRECT SUPERVISION OF A DULY LICENSED PROFESSIONAL ELECTRICAL ENGINEER, REGISTERED ELECTRICAL ENGINEER, REGISTERED ELECTRICAL ENGINEER OR A REGISTERED MASTER ELECTRICIAN.

	VRIVCEL M. GRVAYO JONA TITAN UNCOLO ARENIE F TRUSECO / YOL ANDA R. NAVARRO	FILENAME	LOCATION: SAN JUAN, LA UNION	:BTAG	
EQ EQ			ROOM EXTENSION PROPOSED RECORDS	TECHNICAL RESEARCH & SERVICES DEPARTMENT ENGINEERING SERVICES CANSICN	
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