



NATIONAL FOOD AUTHORITY
Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128
August 01, 2025

www.nfa.gov.ph

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF RE-TILING MATERIALS

In relation to the **Small Value Method of Procurement**, pursuant to Sec. 53.9 of the Implementing Rules and Regulations of RA 9184, please quote your lowest price on the item listed in the attached **Tender Form**. The description of the item, including other requirements, is defined/indicated in the attached **Tender Form**.

Please submit the duly accomplished **Tender Form** and **other required documents** in a **sealed envelope** not later than **August 05, 2025, 12:00 pm**, to:

National Food Authority
6th floor, Administrative and General Services Department
General Services Division
Visayas Avenue, Diliman,
Quezon City

The following **eligibility documents** are also required and shall be submitted;

1. 2025 Mayor's Permit/Business Permit or 2024 Mayor's Permit with proof of payment for 2025 Renewal;
2. 2024 ITR or its equivalent document (2025 Quarterly ITR/Monthly Business Tax Returns);
3. Conformed Bid Form (Technical Specifications) / Terms of Reference;
4. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
5. Original Notarized Omnibus Sworn Statement with Authority of Signatory (Secretary's Certificate, SPA, Partnership Resolution).

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	August 02, 2025 to August 05, 2025
2. Sending of RFQ/Tender Form	August 02, 2025 to August 05, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	August 05, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	August 05, 2025 at 2:00 P.M., AGSD Conference room

The NFA reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.


LESLIE M. NAVARRO
Chairperson, AGSD Procurement Committee



TENDER FORM

TO: **LESLIE M. NAVARRO**
Chairperson, AGSD Procurement Committee
Administrative and General Services Department
NATIONAL FOOD AUTHORITY
 NFA Compound, Visayas Avenue, Barangay Vasra, Diliman
 Quezon City 1128

After having carefully read and accepted your Technical Specifications, we quote you on the items at prices below:

DESCRIPTION	QUANTITY	ABC	OFFER
SUPPLY AND DELIVERY OF RE-TILING MATERIALS <i>Specifications: (Please see attached Terms and Conditions and Technical Specifications)</i>	1 LOT	P740,00.00	
TOTAL			
Technical Specifications: Please see attached Terms and Conditions and Technical Specifications			
Company Name:		TIN:	
Address:		E-mail Address:	
Contact No:		Fax No.	
Supplier's Authorized Representative:		Date:	
Position:			
Signature of Authorized Representative:		Note: <i>"Please see attached Terms of Conditions / Technical Specifications for your Reference"</i>	
Mode of Payment: 30 Working Days (Government Terms)			
Delivery: 10 Calendar days upon receipt of approved NTP			

Terms and Conditions for the Supply and Delivery of Re-tiling Materials

1. Bidder/supplier shall provide correct and accurate information required in this form.
2. Bidder/supplier shall be the manufacturer/dealer of the product being offered.
3. Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission of bid offer.
4. Bidder/supplier shall bid all the items listed on the Tender Form and the bid amount shall be the total cost of all the items.
5. Price quotation/s shall be denominated in Philippine Peso and shall be inclusive of Value Added Tax (VAT).
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
7. Any erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder/Supplier.
8. The NFA shall have the right to inspect and/or to test the goods to validate their conformity to the technical specifications.
9. NFA shall issue a Certificate of Inspection and Acceptance after the items have been accepted and found to be in accordance with the technical specifications required.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NFA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. **Delivery** shall be completed within **Ten (10) calendar days** upon receipt of Notice to Proceed (NTP). Items shall be delivered to **National Food Authority, Visayas Avenue, Barangay VASRA, Diliman, Quezon City.**
12. **Replacement of Defective Items** Defective items contained in PO must be returned and must be replaced with all original items in good condition within seven (7) calendar days.
13. Payment shall be made in accordance with the Terms and Conditions and upon submission of Certificate of Inspection and Acceptance and other documents required for payment subject to NFA's accounting and auditing rules and regulations.



JOEY C. PIMENTEL

Department Manager

Administrative and General Services Department

CONFORME:

Name and Signature

Date: _____

Supply and Delivery of Re-tiling Materials

Technical Specifications:

Item No.	Description	Qty	Unit
1	Floor Tile <i>60cm x 60cm Porcelain Glossy Finished, Glazed Color: Ivory</i>	1,760	pcs
2	Cement <i>40kg/bag</i>	220	bags
3	Bistay Sand <i>5kg/bag</i>	1,760	bags
4	Tile Adhesive <i>25kg/bag</i>	352	bags
5	Tile Grout <i>2kg/bag Color: Cream</i>	144	bags

CONFORME:

Name and Signature

Date: _____