



**NATIONAL FOOD AUTHORITY**  
**Administrative and General Services Department**

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128  
July 29, 2025

[www.nfa.gov.ph](http://www.nfa.gov.ph)

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF 2025 NFA PROMOTIONAL VEST**

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 04, 2025, 12:00 pm**, to:

National Food Authority  
6<sup>th</sup> 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	July 30, 2025 to August 04, 2025
2. Sending of RFQ/Tender Form	July 30, 2025 to August 04, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	August 04, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	August 04, 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.

(Original signed)  
**LESLIE M. NAVARRO**  
Chairperson, AGSD Procurement Committee





**BID FORM (TECHNICAL SPECIFICATIONS)**  
**NATIONAL FOOD AUTHORITY - CENTRAL OFFICE**

**PROJECT NUMBER**

**PROJECT TITLE**

**SUPPLY AND DELIVERY OF 2025 NFA PROMOTIONAL VEST**

**DEADLINE FOR SUBMISSION OF BIDS:**

**DEADLINE OF OPENING OF BIDS:**

ITEM#	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS (write down detailed offered specifications)	REFERENCES (include supporting documents) (attach brochure / technical data / website, etc.)	END-USER/TWG FINDINGS
1	<b>2025 NFA PROMOTIONAL VEST</b>			
	Quantity: Eighty (80) pieces			
	Color: Navy Blue			
	Sizes: XS-3XL			
	Fabric: Body-Brushed Cotton Twill Lining- Poly Mesh Net			
	Note: Submit sample of fabric upon bid submission			
	Accessories:			
	30" Duracon Zipper - Body			
	4 Units - Large Storage Pockets			
	1 Unit - Zipper Pocket			
	Logo:			
	1 Unit Bagong Pilipinas			
	1 Unit DA-NFA Logo			
	Choice of Embroidery or DTF Print - Based on design 3x3"			
	Inner Mesh Lining - Back			
	Side Mesh Lining - Left and Right			
	WARRANTY: Failure to comply with the Terms and Condition of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every 10% of the amount of the contract, NFA shall rescind the contract, without prejudice to other courses of action and remedies available for NFA.			
	DELIVERY PERIOD: The delivery of the Supply and Delivery of 2025 NFA Promotional Vest shall be completed within thirty (30) calendar days upon receipt of Notice to Proceed.			
	PLACE OF DELIVERY: 6th Floor NFA Central Office, Brgy. Vasra, Visayas Ave., Quezon City			
	PAYMENT TERMS: Government Terms			
	PROTOTYPE/DEMO UNIT SAMPLE/SITE INSPECTION: Sample fabric is required upon bid submission.			

*In compliance with Republic Act No. 9184, Section 18, and the 2016 Revised Implementing Rules and Regulations, Section 18, brand names are only used because of compatibility with existing platforms or equipment which will maintain performance, functionality and useful life.*

**Note:** Fill in all applicable columns; DO NOT leave any blank.  
For example, write "comply" and attach a brochure, or provide the actual technical specifications.

**Prepared by (End-user/TWG):**

Signature over Printed Name

**Evaluated/Approved by:**

Signature over Printed Name

**Signature of**

**Name of Representative:**

**Position:**

**Company:**

**Address:**

**Telephone/ Fax:**

**Email:**

**TERMS OF REFERENCE FOR THE  
SUPPLY AND DELIVERY OF 2025 NFA PROMOTIONAL VEST**

**I. BACKGROUND/ RATIONALE**

The supply and delivery of the National Food Authority's 2025 corporate promotional vest play a vital role as an information, education, and communication (IEC) tool in promoting the agency's projects, plans, and activities. Serving as a uniform during field operations, the promotional vest visibly signifies the presence and identity of the agency in the community.

**II. SCOPE OF WORKS, TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS**

The subject matter of the bidding is the supply and delivery of eighty (80) pieces 2025 NFA Promotional Vest.

**A. Location of the Project**

National Food Authority – Office of the Administrator - Public Affairs Division, Visayas Avenue, Brgy. VASRA, Diliman, Quezon City

**B. Technical and Creative Specifications**

**COLOR:** Navy Blue

**SIZES:** XS-3XL

**FABRIC :** Body-Brushed Cotton Twill Lining–Poly Mesh Net

**NOTE: Submit sample of fabric upon bid submission**

**ACCESSORIES :** 30" Duracon Zipper –Body

4 units –Large Storage Pockets

1 unit – zipper pocket

**LOGO :** 1 unit Bagong Pilipinas

1 unit DA-NFA Logo

**Choice of Embroidery or DTF Print** – based on design

**Inner Mesh Lining** – Back

**Side mesh Lining** –Left and Right

**C. Submission of Sample Vest**

The bidder shall submit to NFA, along with the price quotation, a sample of the vest (using the required specifications as indicated in item B.



### III. ELIGIBILITY REQUIREMENTS

Prospective suppliers must submit a complete offer with the following documents duly certified by the company's authorized representative:

- PhilGEPS Certification or print out of PhilGEPS Organizational Number
- Latest / Valid Mayor's Permit / Business Permit
- Latest Income Tax Return (Annual / Quarterly)
- Notarized Omnibus Sworn Statement *with Authority of Signatory*
- Conformed TOR/Technical Specifications

### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the eighty (80) pieces 2025 NFA Promotional Vest is **One Hundred Six Thousand Seven Hundred Pesos (P106,700.00)** inclusive of all applicable government taxes, fees, and other charges.

### V. RESPONSIBILITIES OF THE SUPPLIER

1. The Supplier will supply and deliver the NFA Promotional Vests according to technical specifications required by the Procuring Entity, within thirty (30) calendar days upon receipt of the job order.
2. The Supplier warrants that all NFA Promotional Vests are free from defects.
3. The Supplier must ensure a timely schedule for the supply and delivery of the NFA Planner as specified in *Section II* of this Terms of Reference.

### VI. RESPONSIBILITIES OF NFA

1. Check and examine that the supplied and delivered NFA promotional Vests are correct, complete, and conforms with the technical specifications; and
2. Pay the Supplier after the satisfactory completion of the project.

### VII. TERMS OF PAYMENT

One-time payment shall be made to the Supplier upon full delivery and acceptance of NFA Promotional Vests, subject to the submission of complete documentary requirements for payment.

# **VIII. LIQUIDATED DAMAGES**

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every 10% of the amount of the contract, NFA shall rescind the contract, without prejudice to other courses of action and remedies available for NFA.

*Bernie G. Fondevilla*

**ATTY. BERNIE G. FONDEVILLA**

*Special Assistant to the Administrator, NFA*

Conforme:

\_\_\_\_\_  
**Supplier's Name and Date**

## 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
<b>SUPPLY AND DELIVERY OF 2025 NFA PROMOTIONAL VEST</b>  <i>Specifications: (Please see attached Terms of Reference and Technical Specifications )</i>	80 PCS	P106,700.00	
<b>TOTAL</b>			
<b>Technical Specifications:</b> Please see attached Terms of Reference and Technical Specifications			
<b>Company Name:</b>		<b>TIN:</b>	
<b>Address:</b>		<b>E-mail Address:</b>	
<b>Contact No:</b>		<b>Fax No.</b>	
<b>Supplier's Authorized Representative:</b>		<b>Date:</b>	
<b>Position:</b>			
<b>Signature of Authorized Representative:</b>		<b>Note:</b>  <i>"Please see attached Terms of Reference / Technical Specifications for your Reference"</i>	
<b>Mode of Payment:</b> 30 Working Days (Government Terms)			
<b>Delivery:</b> 30 Calendar days upon receipt of approved NTP			