

Republic of the Philippines  
**NATIONAL FOOD AUTHORITY**  
 Province of Isabela  
 Mabini, Santiago City

**REQUEST FOR QUOTATION**

October 14, 2020  
 RFQ No. J-1-2020

Line of Business : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Store : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 Tax Identification No. : \_\_\_\_\_

The NATIONAL FOOD AUTHORITY ISABELA PROVINCIAL OFFICE (NFA-ISA) through its Provincial Procurement Committee intends to apply the sum of Pesos: **One Million Six Hundred Twenty Thousand (P1,620,000.00)** being the Approved Budget for the procurement of:

No. of Whse. Needed	Proposed Location/Target Service Area	Capacity (more or less bags)	Required Floor Plan (more or less)	Rate / Sq. M. (Php)	Rate/Month (inclusive VAT )(Php)	TOTAL (inclusive VAT) (Php)
1	Isabela	500,000	9,000	90.00	810,000.00	1,620,000.00
						<b>1,620,000.00</b>

May we invite your firm to submit your quotations/proposals duly signed by you or your duly authorized representative subject to the attached Terms and Conditions.

The following required documents shall be submitted in a sealed envelope in chronological order to the NFA-ISA Procurement Committee on October 22, 2020, 2:00 pm at **NFA-ISABELA Provincial Office located at Mabini, Santiago City.**

1. Certified True Copy of Current and Valid Mayor's Permit;
2. Certified True Copy of Phil-GEPS Registration Certificate;
3. Business Tax Returns for the last six (6) months;
4. Duly signed Terms and Conditions;
5. Accomplished Quotation Form;
6. Schedule of Requirements; and,
7. Technical Specifications.

For any clarification, you may contact the undersigned through Cellphone No. (0916-346-5732)

  
**MA. LUISA L. LULUQUISEN**  
 Chairperson, NFA-ISA PPC



Standard Form No. SF-GOODS-07

## TECHNICAL SPECIFICATION

Name of Warehouse : \_\_\_\_\_  
Location : \_\_\_\_\_  
Area (sqm) : \_\_\_\_\_

SPECIFICATIONS	STATEMENT OF COMPLIANCE
<b>6. FLOOR AREA</b> Warehouse/s with floor area, more or less, as stated above.	
<b>7. STRUCTURAL CONDITION</b>	
h. Roofing System- no signs of leaking	
i. Main roof – Galvanized Iron Sheets or equivalent	
j. Cemented flooring and no pot holes	
k. Wall- Concrete or Semi Concrete	
l. Columns- Steels, Wooden, or Concrete	
m. Steel Door, Accordion, or Wooden Sliding Door	
n. Trusses – Steel or Wooded	
<b>8. AVAILABLE FACILITIES</b>	
f. Office Spaces	
g. Comfort room	
h. Electric line	
i. Water Supply	
j. Secured Parking Space	
<b>9. FLOOD HISTORY</b>	
c. No history	
d. with operational drainage system	
<b>10. PARKING SPACE AND ACCESS OF TRUCKS INSIDE THE WAREHOUSE</b>	
c. Preferably with open space for truck parking and maneuvering	
d. Preferably warehouse doors and concrete pavement/ flooring are suited for entry of trucks to load and unload inside the warehouse	

### CERTIFIED CORRECT:

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Warehouse

\_\_\_\_\_  
Location



Republic of the Philippines  
**NATIONAL FOOD AUTHORITY**  
Province of Isabela  
Mabini, Santiago City

NFA ISA-J-01-2020  
PROCUREMENT FOR THE LEASE  
OF WAREHOUSE IN THE  
PROVINCE OF ISABELA TO BE  
USED AS TERMINAL WAREHOUSE

Standard Form No. SF-GOODS-06

## SCHEDULE OF REQUIREMENTS

Province	No. of Whse. Needed	Proposed Location/Target Service Area	Capacity (more or less bags)	Required Floor Plan (more or less)	Rate / Sq. M. (Php)	Duration of Lease
Isabela	1	Isabela	500,000	9,000	90.00	November to December
<b>TOTAL</b>	1		500,000	9,000	90.00	

### CERTIFIED CORRECT:

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Warehouse

\_\_\_\_\_  
Location



## QUOTATION FORM

**MA. LUISA L. LULUQUISEN**

Acting Asst. Provincial Manager/ PPC Chairperson,  
NFA Isabela  
Mabini, Santiago City

Ma'am:

After having carefully read and accepted the Terms and Conditions, I/we submit quotation for the item as follows:

ITEM #	ITEM DESCRIPTION	QTY/ UNIT	ABC (PHP)	OFFER	
				CONFORMITY WITH TECHNICAL SPECIFICATIONS	QUOTATION FOR THE WHOLE LOT (PHP)
I.			1,620,000.00		

**PREPARED AND SUBMITTED BY:**

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Warehouse

\_\_\_\_\_  
Location



# **TERMS AND CONDITIONS FOR THE PROCUREMENT OF LEASE OF WAREHOUSING FACILITY FOR NFA ISABELA TO BE USED AS TERMINAL WAREHOUSE**

## **I. RATIONALE**

The Terms and Conditions on the Lease of Privately-Owned Warehouse in the Province of Isabela as Terminal warehouse from November 01 to December 31, 2020 is hereby adopted by the NFA Isabela Provincial Procurement Committee to achieve the following objectives:

- A. To uphold transparency and accountability.
- B. To achieve equity, effectiveness, efficiency and economy.
- C. To procure for the lease of Warehousing Services in accordance with RA 9184

It is understood that the ultimate goal of NFA is to gain the best value for money for the lease of warehouse space to be used as Terminal Warehouse from November 01 to December 31, 2020

## **II. SUBJECT MATTER OF THE BIDDING**

### **A. SCOPE OF SERVICES**

The subject matter refers to the procurement of Lease of Warehousing Facility for NFA Isabela, as described below:

<b>No. of Whse. Needed</b>	<b>Proposed Location/ Target Service Area</b>	<b>Capacity (more or less bags)</b>	<b>Required Floor Plan (more or less)</b>	<b>Rate / Sq. M. (Php)</b>	<b>Rate/Month (inclusive VAT )(Php)</b>	<b>TOTAL (inclusive VAT) (Php)</b>
1	Central Isabela	500,000	9,000	90.00	810,000.00	1,620,000.00
						<b>1,620,000.00</b>



## **B. TECHNICAL SPECIFICATIONS**

### **1. FLOOR AREA**

Warehouse/s with floor area, more or less, as stated above.

### **2. STRUCTURAL CONDITION:**

- a. Roofing System - no signs of leaking
- b. Main roof - Galvanized Iron Sheets or equivalent
- c. Cemented flooring and no potholes
- d. Wall - Concrete or Semi Concrete
- e. Columns- Steel, Wooden or Concrete
- f. Steel Door, Accordion, or Wooden Sliding Door
- g. Trusses - Steel or Wooden

### **3. AVAILABLE FACILITIES**

- a. Office space
- b. Comfort room
- c. Electrical line
- d. Water supply
- e. Secured Parking Space

### **4. FLOOD HISTORY**

- a. No history of flooding
- b. With operational drainage system

### **5. PARKING SPACE AND ACCESS OF TRUCKS INSIDE THE WAREHOUSE**

- a. Preferably with open space for truck parking and maneuvering.
- b. Preferably warehouse doors and concrete pavement/flooring are suited for entry of trucks to load and unload inside the warehouse.

## **III. ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

The prospective bidder/s shall submit its sealed quotation/s to NFA Isabela, Santiago City using the form provided together with the eligibility and documentary requirements in two (2) separate sealed envelopes in order to qualify for evaluation and post-qualification. The first envelope shall contain the original copies of the Legal Documents and the second envelope shall contain the original copy of quotation and two (2) photocopies of the legal documents as follows:

### **A. Legal Documents**

- 1. Certified True Copy of Current and Valid Mayor's Permit;
- 2. Certified True Copy of Phil-GEPS Registration Certificate;
- 3. Business Tax Returns for the last six (6) months;
- 4. Duly signed Terms and Conditions;
- 5. Accomplished Quotation Form;
- 6. Schedule of Requirements; and,
- 7. Technical Specifications.



## B. Quotation Form

The proposed schedule of activities to be conducted and recommended to the PPC is as follows:

	ACTIVITIES	SCHEDULE	PLACE/VENUE
1	Publication and Issuance of Request for Quotation	Oct. 16-22, 2020	<b>NFA- ISABELA</b> Provincial Office Brgy. Mabini, Santiago City  <b>2:00 pm</b>
2	Pre-bid Conference	Oct. 19, 2020	
3	Submission and Opening of Quotation	Oct. 22, 2020	
4	Bid Evaluation/ Post Qualification	Oct. 22-24, 2020	
5	Award of Contract	Oct. 26, 2020	
6	Approval of Contract	Oct. 26, 2020	
7	Notice of Proceed	Nov. 2, 2020	

## IV. BID OFFER AND FLOOR AREA

To qualify for the bidder specified area, the following conditions shall be observed:

- A. Offered floor area in square meters is equal to or more than the specific requirement per lot, but the total bid amount should be equal to or lower than the Approved Budget for the Contract (ABC).
- B. Bid offer per square meter should be equal to, but not exceed the approved budget rate per square meter.

## V. SPECIAL PROVISIONS

1. All improvements made by NFA on the leased premises may be removed by the NFA at the termination of the lease contract and shall become the property (ies) of the NFA;
2. The NFA shall not be liable for damages to warehouses and pavements / flooring due to entry of trucks to load /unload;
3. The Contractor shall not be liable for losses or damages to NFA properties stored in the leased premises due to the following:
  - a. Theft or pilferage unless the same is attributable to Contractor, its agent employees or security guards; and
  - b. Force majeure such as war, civil commotion, fire, earthquake, flood, typhoons or any cause beyond control.
4. The Contractor shall not charge fees or other incidental expenses from NFA and its clients on the use of roadways, parking and other open spaces of the warehouse premises;



5. Violation/s of the Terms and Conditions by the Contractor shall entitle the NFA to a penal sum equivalent to 25% of the total annual rental involved in the contract, without prejudice to other damages and expenses that the NFA may suffer/incur as a consequence of this breach of contract;
6. If the Contractor fails to effect immediately the necessary repair of the warehouse, and other facilities should the same be destroyed/damaged from any cause whatsoever not attributable to NFA's fault in order to protect the stocks/properties of the latter from theft and/or exposures from the elements of risks, the NFA may avail itself of the following remedies:
  - a. Undertake minor repairs, the cost of which shall be chargeable to the Contractor.
  - b. Suspension of payment of rent until necessary repair shall have been completed by the Contractor (Articles 1658 New Civil Code)
  - c. Rescission of the lease contract plus payment of damages (Articles 1659 of the Civil Code)
7. The NFA shall not be held responsible or liable for any complaint and claim for damages arising from cross infestation or contamination of psocids and other pests on commodities, tenants, residents in adjacent warehouses/communities.
8. The NFA reserves the right to terminate the contract at its option specially under the following conditions:
  - a. If the rate of utilization decreases to a level that is no longer operationally efficient for NFA; and
  - b. Failure of the Contractor to undertake repairs of the warehouse such that stocks and other logistical facilities/equipment are exposed to elements of risks.
9. The contract for warehouse lease may be terminated by either party for failure of the other to comply with the terms and conditions stipulated therein or if the warehouse may no longer be needed by NFA. Provided, however that a one **(1)** month prior written notice shall be given to the other party, without prejudice to whatever course(s) of action has accrued.

However, if NFA cannot vacate the warehouse on the date the Contractor specifies in his letter notice, the NFA shall notify the Contractor for an extension of the pre-termination of the warehouse citing the reason/causes of its inability to vacate the warehouse and its premises; and

10. Should NFA be constrained to file a case to obtain court relief against the Contractor, the latter will hold itself liable to pay an amount equivalent to twenty five percent (25%) of the amount claimed in the complaint as attorney's fees, aside from the cost of litigation and other expenses which may entitle the NFA to recover from the Contractor. Any and all actions arising from this Agreement



which any party may decide to institute shall be filed with proper court in Santiago City.

## **VI. PAYMENT PROCEDURE**

- A. Rental Payment- All payment shall be made at the concerned NFA Provincial Office, subject to the usual accounting and auditing rules and regulations and only upon submission of complete documents in support such payment(s). The NFA shall pay the contractor the monthly rental of the occupied warehouse/s inclusive of 12% VAT per calendar month and/or proportionate part thereof, reckoned from the first day of actual occupancy based on NFA-ISA PPC Resolution No. J-01-2020, contract amount of ₱1,620,000.00 for two (2) months.
- B. The NFA as Lessee agrees to pay a monthly rental rate on a per square meter basis upon presentation by the lessor of the following:
- First Billing**
- Accomplished Voucher
  - Statement of Account
  - Notice of Award (Photo Copy)
  - Notice of Proceed (Photocopy)
  - Contract (Photo Copy)
  - Certificate of Actual Occupancy
  - NFA-ISA PPC Resolution No. J-01-2020
  - Evaluation Report by the Regional Evaluation Committee
  - NFA R02-BAC Resolution No. J-04-2020
- Second Billing**
- Accomplished Voucher
  - Statement of Account
- C. That monthly rental shall be based on actual occupancy from November 1, 2020- December 31, 2020 as stated in PPC Resolution No. J-01-2020.
- D. To pay the contractor the rental of the utilized/occupied warehouse/s based on awarded rate per square meter inclusive of VAT per calendar month and/or proportionate part thereof, reckoned from the first day of actual occupancy.

## **VII. PRE-TERMINATION OF CONTRACT**

1. The contract for warehouse lease may be terminated by either party for failure of the other to comply with the terms and conditions stipulated therein or the warehouse may no longer be needed by lessee; Provided however, that a one (1) month prior written notice shall be given to other party, without prejudice to whatever cause(s) of action that had already accrued.
2. However, if lessee cannot vacate the warehouse on the date the lessor specifies in his letter notice, the lessee shall notify the lessor for an extension of the pre-



termination of the warehouse citing the reason/causes of its inability to vacate the warehouse and its premises.

#### **VIII. DURATION OF THE CONTRACT**

- 1.The contract shall become effective on the date the LESSEE actually occupies the premises as evidenced by a Certification of the Date of Actual Occupancy by the LESSEE's Provincial Manager Officer-in-Charge as the case maybe, and shall expire at the end of the year upon withdrawal of stocks by NFA, whichever is applicable, unless sooner terminated for cause.

#### **BIDDER'S CONFORMITY:**

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Warehouse

\_\_\_\_\_  
Location