



NATIONAL FOOD AUTHORITY

Lanao del Norte Branch Office



Bara-as, Brgy. Tubod, Iligan City, Lanao del Norte
Tel Nos. Iligan – (063)228-2400 / 09559611220 Lala – (063) 227-8208 / 09169316436 Ozamiz - 09300072987

lanaodelnorte@nfa.gov.ph

BRANCH PROCUREMENT COMMITTEE

INVITATION TO SUBMIT PRICE QUOTATION

SUPPLY AND DELIVERY OF SOFA SET FOR LANA DEL NORTE BRANCH OFFICE

Project Reference No.: NFA-CON-ADMIN FACILITIES-2025-002

The **NATIONAL FOOD AUTHORITY Lanao del Norte Branch Office**, through its General Operating Fund (GOF) will undertake **Procurement of Sofa set** for NFA Lanao del Norte Branch Office through Small Value Procurement in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act of 9184. The Total Approved Budget for the Contract (ABC) is **Seventy Thousand Pesos only (Php70,000.00)** with the following details:

ITEM NO.	ITEM DESCRIPTION	QTY.	Approved Budget for the Contract (ABC) (Inclusive of VAT) (PhP)	Bidding Fee (PhP)
LOT 2	SOFA SET	4 UNITS	₱ 70,000.00	₱500.00
	➤ FRAME: PLYWOOD & GEMELINA WOOD			
	➤ FIXED SEAT CUSHION: POLYURETHANE FOAM			
	➤ FIXED BACK CUSHION: POLYESTER FIBER			
	➤ FABRIC: 100% POLYESTER			
	➤ LEGS: METAL LEGS			
	3-SEATER SOFA (2 UNITS)			
	➤ SIZE: W189cm x D75cm x H88cm			
	2-SEATER SOFA (2 UNITS)			
	➤ SIZE: W135cm x D75cm x H88cm			

The National Food Authority Lanao del Norte Branch office now invites suppliers/ distributors to submit to the branch office Branch Procurement Committee (BPC) its sealed **PRICE QUOTATION** in **one (1) original copy** and **two (2) duly certified photocopies**.

Interested Suppliers shall use the attached Quotation Form and Terms and Condition and submit **to the Secretariat on or before 1:30PM of July 7, 2025** with the following documents:

1. **VALID MAYOR'S PERMIT** shall be issued by the Office of the City Mayor where the principal place of the owner is located. The permit shall be valid for CY 2025.
2. **SPECIAL POWER OF ATTORNEY (SPA) for Sole Proprietorship, Secretary's Certificate for Corporation**, if applicable,
3. **REGISTRATION CERTIFICATE FROM DTI** (individual), **SEC** (corporation) or **CDA** (cooperative)
4. **PHILGEPS REGISTRATION NUMBER**
5. **Duly Notarized OMNIBUS SWORN STATEMENT**
6. **SIGNED TERMS AND CONDITIONS**
7. **SIGNED TECHNICAL SPECIFICATIONS**
8. **SIGNED PRICE QUOTATION**

Opening of Price Quotations will be on **July 7, 2025 at 1:31 PM**. Offers/ Quotations offered after the deadline shall not be accepted.

For further information, please contact:

RACHEL MAE LL. FABILLAR
Secretariat, BPC
National Food Authority
Bara-as, Brgy Tubod, Iligan City
Lanao del Norte Branch Office
CP No. 0926-598-5001/0912-8805183

The NATIONAL FOOD AUTHORITY reserves the right to accept or reject any quotation, to annul the Small Value Procurement, and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected offeror or offerors.



ROLIEDAN T. PAULO
OIC-Assistant Branch Manager/
Chairperson, LNO BPC



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REQUEST FOR QUOTATION

Date: Quotation No. : _____
Company Name : _____
Address : _____
Contact No. : _____

Please quote your lowest price on the items listed below and submit your quotation in a Sealed Envelope duly signed by your representative **not later than 1:30 PM of July 7, 2025.**


ROLIEDAN T. PAULO
OIC-Assistant Branch Manager/
Chairperson, LNO BPC

- NOTE:
1. DELIVERY PERIOD IS WITHIN 30 CALENDAR DAYS UPON RECEIPT OF THE NOTICE OF AWARD/PO.
 2. PLACE OF DELIVERY IS NFA LANA DEL NORTE BRANCH OFFICE BARA-AS TUBOD, ILIGAN CITY.
 3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
 4. TERMS OF PAYMENT: FULL PAYMENT AFTER COMPLETE DELIVERY AND ACCEPTANCE OF THE UNIT/ITEM.

ITEM NO.	ITEM DESCRIPTION	QTY.	Approved Budget for the Contract (ABC) (Inclusive of VAT) (PhP)	SUPPLIER'S QUOTATION INCLUSIVE OF VAT
LOT 2	SOFA SET		Php70,000.00	
	3-SEATER SOFA ➤ SIZE: W189 x D75 x H88cm	2 UNITS		
	2-SEATER SOFA ➤ SIZE: W135 x D75 x H88cm	2 UNITS		

I hereby certify to comply and deliver the above requirements.

Total Amount in Words: _____

Delivery Period: _____

Warranty : _____

Price Validity : _____

Supplier's Name and Signature

Date



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lanadelnorte@nfa.gov.ph

Procuring Entity: NATIONAL FOOD AUTHORITY LNO BRANCH OFFICE
Mode of Procurement: SMALL VALUE PROCUREMENT
Name of Project: SUPPLY AND DELIVERY OF SOFA SET

TERMS AND CONDITIONS

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment, shall make deliveries in accordance with the schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to the AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in his favor within three (3) working days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, said purchase shall be automatically cancelled.
5. All deliveries by suppliers shall be subject to inspection and acceptance by the National Food Authority. All necessary laboratory tests undertaken by the National Food Authority on item(s) shall be for the account of the Supplier.
6. Rejected deliveries shall be construed as non-delivery of the product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
7. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/product(s), therefore that may be discovered by the National Food Authority within one (1) year after acceptance of the same shall be replaced by the Supplier within seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the National Food Authority Lanao del Norte Branch Office.
11. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

CONFORME:

Supplier's Name and Signature

Name of Firm

Address

Date

To be accomplished if the Supplier cannot attend the Opening of Sealed Offers.

WAIVER

I hereby waive my right to be present and/or witness the Opening of Sealed Offers to be undertaken by the procuring entity at the place and time mentioned in the Invitation to Submit Quotations.

Supplier's Name and Signature

Date



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TECHNICAL SPECIFICATIONS

Following is the list of the technical specification of Sofa Set. Kindly fill up the second column of the table by stating **complied** or **not complied** if the said specification is met and affix your name and signature below.

ITEM NO.	ITEM DESCRIPTION	QTY.	STATEMENT OF COMPLIANCE (STATE <u>COMPLIED</u> / <u>NOT COMPLIED</u>)
LOT 2	SOFA SET	4 UNITS	
	➤ FRAME: PLYWOOD & GEMELINA WOOD ➤ FIXED SEAR CUSHION: POLYURETHANE FOAM ➤ FABRIC: 100% POLYESTER ➤ LEGS: METAL LEGS		
	3 SEATER SOFA (2 UNITS) ➤ SIZE: W189 x D75 x H88cm		
	2 SEATER SOFA (2 UNITS) ➤ SIZE: W135 x D75 x H88cm		

I hereby certify to comply and deliver the above requirements

Name of Company/bidder

Signature over Printed Name of Representative

Date



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 end-user 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 responsibilities as a Bidder in compliance

with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]