



NATIONAL FOOD AUTHORITY
Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

May 09, 2025

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF NFA DAY CARE MATERIALS AND FURNITURE

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 **May 15, 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. Mayor's PERMIT / Business Permit (latest);
2. Latest Annual Income Tax Return;
3. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
4. Original Notarized Omnibus Sworn Statement.

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	May 10, 2025 to May 15, 2025
2. Sending of RFQ/Tender Form	May 10, 2025 to May 15, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	May 15, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	May 15, 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 NFA DAY CARE MATERIALS AND FURNITURE <i>Specifications: (Please see attached Terms and Conditions and Technical Specifications)</i>	1 lot	P113,800.00	
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 and Conditions / Technical Specifications for your Reference"</i>	
Mode of Payment: 30 Working Days (Government Terms)			
Validity of Offer: 120 days after opening of sealed offer (Price offered is inclusive of VAT)			
Warranty: Defective items must be returned and must be replaced with furniture pieces in good condition within 15 CD. A standard One (1) year manufacturer's warranty covering defects in workmanship and materials under normal use and conditions shall apply, effective from the date of issuance of Certificate of Inspection and Acceptance			
Delivery: Supply and delivery of NFA Day Care Materials and Furniture shall be completed on or before June 11, 2025;			

**TECHNICAL SPECIFICATIONS
FOR SUPPLY AND DELIVERY OF NFA DAY CARE MATERIALS AND FURNITURE**

1. Six (6) units of Kiddie Table

- Description - Shape (Square)
- Dimensions - 50 cm x 50 cm to 70cm x 70cm / height – 50cm
- Color - Assorted Color
- Material/Finish - Solid Plastic / Polypropylene Plastic / Matte Finish

2. Twenty - four (24) Units Kiddie Chair

- Description – Shape (Square)
- Dimensions – 30cm x 30cm / height – 25cm to 30cm
-Back rest – 28cm x 28 cm to 30cm x 30cm
- Material - Solid Plastic / Polypropylene Plastic / Matte Finish
- Color – Assorted Color

3. Two (2) units Book Cabinet / Bookshelf

- Description – 5 to 6 layers
- Dimensions- Length – 3ft , Height – 6ft, width – 1ft
- Material / Finish – Laminated Wood
- Color – Brown / wooden design

4. One (1) Unit Modular Kitchen Cabinet

- Description – 5 to 6 layers
- Dimensions- Length – 3ft Height – 6ft width – 1ft Counter Top – length 3ft width – 40cm
- Material / Finish – Laminated Wood / Counter Top – Ceramic Finish
- Color – white / beige

5. One (1) Sofa Set

- Description – Three Seater
- Dimensions – width – 225cm, height – 83cm, seat height -45 cm to 50cm
- Material/Finish – Fabric / Wood Frame
- Color – Black / Gray

CONFORME:

Name & Signature

Date: _____

Terms and Conditions
for the Supply and Delivery of NFA Day Care Materials and Furniture
(Kiddie Table, Kiddie Chair, Book Shelf, Kitchen Cabinet, Sofa Set)

1. Bidder/supplier shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission of bid offer.
3. 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.
4. Price quotation/s shall be denominated in Philippine Peso and shall be inclusive of Value Added Tax (VAT).
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
6. Any erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder/Supplier.
7. The NFA shall have the right to inspect and/or to test the goods to validate their conformity to the technical specifications.
8. 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.
9. 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.
10. **Supply and Delivery of NFA Day Care Materials and Furniture shall be completed on or before June 11, 2025 (Wednesday). Items shall be delivered to Administrative and General Services Department (AGSD), 6th Floor, National Food Authority, Visayas Avenue, Barangay Vasra, Diliman, Quezon City.**
11. **Replacement of Defective Items** shall be made within **three hundred sixty five (365) calendar days** from receipt of Notice of Defect/s from the NFA.
12. 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, AGSD

CONFORME

Name and Signature

Date: _____