



# NATIONAL FOOD AUTHORITY

## Bids and Awards Committee



### INVITATION TO BID

### FOR THE PROCUREMENT OF SECURITY SERVICES FOR NFA CENTRAL OFFICE FOR CY 2025 (EARLY PROCUREMENT ACTIVITY)

### PROJECT IDENTIFICATION No. 2024-27

1. The NATIONAL FOOD AUTHORITY (NFA), through the 2025 NFA Corporate Operating Budget intends to apply the sum of THIRTY-ONE MILLION FIFTY-FIVE THOUSAND NINE HUNDRED SEVENTY-EIGHT PESOS AND 28/100 ONLY (PHP 31,055,978.28), inclusive of VAT, being the ABC to payments under the contract for the competitive bidding using an early procurement activity scheme, of the **PROCUREMENT OF SECURITY SERVICES FOR NFA CENTRAL OFFICE FOR 2025 (Early Procurement Activity)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NATIONAL FOOD AUTHORITY (NFA) now invites bids for the procurement of the above-stated project. Delivery of Services shall be from **receipt of the Notice to Proceed, 0700H TO JANUARY 01, 2026 0659H**. Bidders should have completed, within the period of **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country. Prospective Bidders may obtain further information from NFA Central Office BAC Secretariat and inspect the Bidding Documents at the address given below during 8:00AM to 5:00PM, Mondays to Friday except for holidays.

4. A complete set of Bidding Documents may be acquired by interested Bidders starting **November 30, 2024 to December 20, 2024 from 8:00 AM to 3:00 PM and**

**December 23, 2024 at least thirty (30) minutes** before the scheduled opening of bids from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (Php25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through official e-mail or physical.

5. The **NATIONAL FOOD AUTHORITY (NFA)** will hold a Pre-Bid Conference on **December 09, 2024 at 2:00 PM** at 9<sup>th</sup> Floor NFA Penthouse, National Food Authority Central Office Building, Visayas Avenue, Barangay Vasra, Quezon City and through video conferencing or webcasting via google meet platform with this link [meet.google.com/izi-wchs-nio](https://meet.google.com/izi-wchs-nio), which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 23, 2024, 01:30 PM**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **December 23, 2024 2:00 PM onwards** at 9<sup>th</sup> Floor NFA Penthouse, National Food Authority Central Office Building, Visayas Avenue, Barangay Vasra, Quezon City and via Google Meet platform with this link [meet.google.com/izi-wchs-nio](https://meet.google.com/izi-wchs-nio). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. Each Bidder shall submit the following:
  - a. The first envelope – Technical Components shall contain:
    - Folder 1 – marked “ORIGINAL” shall contain original copy of Legal, Technical and Financial document.
    - Folder 2 – marked “COPY No. 1” shall contain certified true copies of Legal, Technical and Financial document.
    - Folder 3 – marked “COPY No. 2” shall contain certified true copies of Legal, Technical and Financial document
    - Folder 4 – marked “COPY No. 3” shall contain certified true copies of Legal, Technical and Financial document
  - b. The second envelope – Financial Component shall contain:
    - Folder 1 – marked “ORIGINAL” shall contain original Bid Proposal (Financial Bid Form and Price Schedule(s)).
    - Folder 2 – marked “COPY No. 1” shall contain certified true copies Bid Proposal (Financial Bid Form and Price Schedule(s)).
    - Folder 3 – marked “COPY No. 2” shall contain certified true copies Bid Proposal (Financial Bid Form and Price Schedule(s)).
    - Folder 4 – marked “COPY No. 3” shall contain certified true copies Bid Proposal (Financial Bid Form and Price Schedule(s)).
  - c. The documents must be arranged and compiled in accordance with the chronology of documents as per eligibility requirements for easy checking.

d. All envelopes shall

- i. Contain the name of the contract to be bid in capital letters.
- ii. Bear the name and address of the bidder in capital letters.
- iii. Be addressed to the NFA-BAC Secretariat (AGSD-6<sup>th</sup> Floor).
- iv. Bear the specific identification of this bidding process; and Bear a warning “DO NOT OPEN BEFORE DECEMBER 23, 2024, 2:00 P.M.” the date and time for the opening of bids.

10. The **NATIONAL FOOD AUTHORITY (NFA)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005-Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is “DRAW LOTS”, in the event that the two (2) or more bidders have been post-qualified and determined as the bidder having the LCRB, based on the following procedures;

The bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.

Considering that this is early procurement activity, all bidders are hereby notified of the following:

- a) Fixed price rule from the deadline for the submission and receipt of bids until contract implementation;
  - b) Possible extension of bids and bid security, if necessary; and
  - c) All eligibility requirements are required to be valid and updated prior to award of the contract.
12. For further information, please refer to:

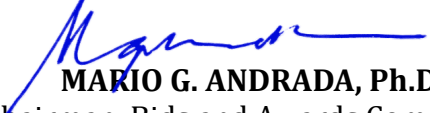
Procuring Entity	<b>NATIONAL FOOD AUTHORITY</b>
Address	<b>NFA Central Office Building, Visayas Ave, Brgy. Vasra, Diliman, QC</b>
Contact Person	<b>LESLIE M. NAVARRO</b>
	<b>Secretariat Head</b>

E-mail Address	<b><u><a href="mailto:bac@nfa.gov.ph">bac@nfa.gov.ph</a></u></b>
Website	<b><u><a href="http://www.nfa.gov.ph">www.nfa.gov.ph</a></u></b>

13. You may visit and download the Bidding Documents from the following websites:

Philippine Government Electronic Procurement System (PhilGEPS)  
([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and NFA website ([www.nfa.gov.ph](http://www.nfa.gov.ph))

Approved by:

  
**MARIO G. ANDRADA, Ph.D.**  
Chairman, Bids and Awards Committee

Date of Issue: 30 November 2024