

NATIONAL FOOD AUTHORITY
Quezon Branch Office
Brgy. Isabang, Lucena City, Quezon

REQUEST TO SUBMIT QUOTATION

**PROCUREMENT OF WAREHOUSE STORAGE SPACE THROUGH LEASE OF REAL
PROPERTY AND VENUE FOR QUEZON BRANCH OFFICE FOR THE YEAR 2025**

Project Reference No. QZN-GOODS-2025-F-001

The National Food Authority (NFA) Quezon Branch Office, through its Branch Procurement Committee (BPC) will undertake Negotiated Procurement Thru Lease of Real Property and Venue of the Required Warehousing/Storage Space of NFA Quezon Branch for the Calendar Year 2025 and invites interested bidders to submit their Price Quotations.

Prospective bidders who are owners/operators of warehouses or storage space with or without previous Contract Agreement with NFA are invited to offer their warehouse/s for storage space of NFA stocks. **Please submit your lowest quotation/offer inclusive of VAT and other taxes not later than June 26, 2025, 10:30 AM**, personally or through express delivery / mail.

Details as follows:

| Lot No. | Location | Requirement | | Rental Rate (P/Sq. M.) | Duration of Lease (Months) | Computed ABC (P) |
|---------|---|------------------|-------------|------------------------|----------------------------|------------------|
| | | In Bags of 50 kg | In (Sq. M.) | | | |
| 1 | Lucena City /Candelaria Quezon Province | 30,000 | 720 | 166.666 | 6 | 720,000.00 |

The warehouse to be offered must meet a minimum of 75% rating on the required technical specifications and parameters as stated in the attached Terms of Reference (TOR).

The schedule of Branch Procurement Committee (BPC) activities is listed as follows:

| ACTIVITIES | SCHEDULE |
|---|--|
| Availability and Issuance of Bid Documents | June 19, 2025 to June 25, 2025, 8:00 AM - 5:00 PM June 26, 2025, 8:00 AM - 9:00 AM |
| Submission and Receipt of Quotations | June 19, 2025 to June 25, 2025, 8:00 AM - 5:00 PM June 26, 2025, 8:00 AM - 10:00 AM |
| Opening and Evaluation of Quotations and Documentary Requirements | June 26, 2025, 10:30 AM |

A complete set of Bidding Documents may be acquired by Interested Bidders from the National Food Authority, Quezon Branch Office, Isabang, Lucena City, Quezon or thru NFA Website.

The duly signed sealed quotations and other required documents must be delivered to NFA Quezon Branch Office, Isabang, Lucena City, Quezon or through express delivery/mail not later than **June 26, 2025, 10:00 AM**, to address below:

The Chairperson
Branch Procurement Committee
National Food Authority (NFA)
Isabang, Lucena City, Quezon

The sealed quotations shall be opened on the same date on **June 26, 2025, 10:30 AM** subject to the Terms and Conditions stated herein:

TERMS AND CONDITIONS:

1. The Procurement of Warehouse Storage Space Through Lease of Real Property and Venue for NFA Quezon Branch Office for the year 2025 is open to all warehouse owners/operators with or without previous Contract Agreement with NFA.
2. Bidder must submit their quotations in a sealed envelope using prescribed Bid Forms (Price Schedule and Bid Form). All entries must be type written / computerized or printed legibly.
3. A photocopy of the following documents must be submitted together with the Bid Forms in a sealed envelope:
 - a.) Mayor's Permit/Business Permit for 2025 where the principal place of business is located;
 - b.) PhilGEPS Registration No.
 - c.) Latest Income/Business Tax Return for 4th quarter of year 2024 or if not applicable Annual ITR for the year 2023, whichever is available.
 - d.) If partnership, corporation, cooperative, or joint venture, please attach Notarized Authority of Signatory (Special Power of Attorney/ Secretary's Certificate / Board Resolution).
4. Late offers shall not be accepted.
5. The minimum area to be offered should not be less than 720 square meters and could accommodate not less than 30,000 bags of stocks.
6. Price quotations/offers received in excess of the ABC shall be automatically rejected.
7. Total amount of the quotation/bid should be inclusive of VAT and all other taxes.
8. The sealed envelopes shall be opened and checked in the presence of the offerors or his authorized representatives who choose to attend the opening of bids for the negotiated procurement.
9. The award of the contract per lot shall be given to the bidder/s that will be found to have Responsive Quotation / Offer until the total required areas/capacities of the lots are met.
10. The procedures for the opening of sealed offer/quotation under Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations (IRR) shall be observed.

The NATIONAL FOOD AUTHORITY Quezon Branch Office reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its Revised IRR, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:


FERNANDO I. SANQUE
Chairperson

Branch Procurement Committee (BPC) / Assistant Branch Manager
NFA Quezon Branch Office

Date of Posting : June 19, 2025
Posted at : NFA Website; Bulletin Boards of City Government of Lucena,
Provincial Capitol of Quezon and NFA Quezon Branch Office

TERMS OF REFERENCE (TOR)

A. NAME OF THE PROJECT

Procurement of Warehouse Storage Space Through Lease of Real Property and Venue for NFA Quezon Branch Office for the Year 2025.

B. SUBJECT MATTER OF THE PROJECT

Scope of Services. Provision through lease of the required warehouse/storage space suitable for the storage of NFA grains stocks (palay, rice, corn grains, by-products and others) in Quezon.

Required Capacity. Minimum effective capacity of the warehouse to be leased shall not be less than 30,000 bags.

Based on computed Quantity/Volume, warehouse/storage space requirement (in Square Meter (Sq. M.)) is computed using the formula and the following assumptions:

$$\text{Area in Sq. M.} = \frac{\text{No of Bags to be Stored}}{\text{No. of Bags per Cubic Meter}} \div \text{Pile height in meters} \times 1.25$$

ASSUMPTIONS:

- a. No. of Bags to be Stored – Quantity should be based on computed or cascaded space requirement on per area of operations.
- b. No. of Bags per Cubic Meter:
For Palay: 10 bags/cubic meter
For Rice : 15 bags/cubic meter
- c. Pile height in meters – 5 meters
- d. Computed Area in Sq. M. – To be multiplied by 1.25 for the additional 25% allowance for the spaces between walls, piles, staircase and working area inside the warehouse.

C. SPECIFICATIONS AND REQUIREMENTS

The warehouse/storage space to be offered to NFA shall be in accordance with the following specifications and parameters:

1. FLOOR AREA

As required by the lot to be bid. The floor area should be at least 720 square meters to meet the 30,000 bags minimum effective capacity of the warehouse plus the 25% additional allowance for spaces between walls, piles, staircase and working area inside the warehouse.

2. TABLE OF TECHNICAL SPECIFICATIONS/PARAMETERS AND RATING FACTORS

| PARAMATERS | REQUIREMENTS | REQUIRED | | ACTUAL FINDINGS |
|--|--|------------------------------|--------------------------|------------------------------|
| | | SCORE per item per parameter | WEIGHT (%) per parameter | SCORE per item per parameter |
| A. STRUCTURAL CONDITION | | | 40% | |
| 1. Built | Concrete or Semi-concrete | 6 | | |
| 2. Trusses | Steel/Wooden (Good Lumber) | 4 | | |
| 3. Height | Minimum of 4 meters from floor to eaves | 4 | | |
| 4. Flooring | Plain cement finish | 4 | | |
| 5. Walls | Concrete or Galvanized or combination of both | 4 | | |
| 6. Doors | Steel or Wooden Door | 4 | | |
| 7. Posts/Columns | Concrete or Steel | 4 | | |
| 8. Roofs | Sturdy G.I. Sheets | 4 | | |
| 9. Ventilation | Continuous Ridge or Rotary or Fixed Ventilator | 3 | | |
| 10. Bird/Rodent Proofing | With bird/rodent proofing devices | 3 | | |
| 11. Flood History | No history of inundation for the last 10 years | 15 | | |
| 12. Additional Facilities | | 15 | | |
| a. Office Space for Personnel | | 7 | | |
| b. Comfort Room | | 5 | | |
| c. Perimeter Fence | | 3 | | |
| 13. Supply of Electricity | <input type="checkbox"/> Available <input type="checkbox"/> Reliable <input type="checkbox"/> No. of Lighting Units Wattage <input type="checkbox"/> Phase <input type="checkbox"/> Condition of Wirings | 10 | | |
| 14. Supply of Water | <input type="checkbox"/> Available <input type="checkbox"/> Potable <input type="checkbox"/> Type of Source Distance from Source | 10 | | |
| 15. Parking Space and Access of Trucks | | 10 | | |
| Sub-total Score | | 100 | | |
| | | | | |
| | | | | |

| B. LOCATION/SITE AND CONDITION | | 25% | | |
|---------------------------------------|--|------------|------------|--|
| 1. Accessibility | Proximity (distance in km) to farm areas and to NFA office | 70 | | |
| a. as buying station | | | | |
| b. as warehouse storage | Proximity (distance in km) to NFA accredited distribution outlets and NFA office | | | |
| 2. Topography/ Elevation | Minimum of 0.10 m above ground line | 15 | | |
| | Minimum of .50 m above the nearest roadway | 15 | | |
| Sub-total Score | | 100 | | |
| C. NEIGHBORHOOD DATA | | | 20% | |
| 1. Reasonableness rental rate | | 40 | | |
| 2. Property Utilization/Suitability | | 20 | | |
| 3. Peace and Order Condition | | 15 | | |
| 4. Police and Fire Stations | | 15 | | |
| 5. Banks | | 10 | | |
| Sub-total Score | | 100 | | |

| PARAMETERS/ REQUIREMENTS | REQUIRED | | ACTUAL FINDINGS |
|---|--|---------------------------------|--|
| | RATING (%) per item per parameter | WEIGHT (%) per parameter | RATING (%) per item per parameter |
| D. REAL ESTATE | | 8% | |
| The warehouse to be leased shall be: | | | |
| a. suitable for storage of grains | 30 | | |
| b. free from encumbrances, court litigation and other disputes. | 20 | | |
| c. ready for occupancy | 50 | | |
| Sub-total Score | 100 | | |
| E. FREE SERVICES AND FACILITIES | | 7% | |
| 1. Sleeping Quarters, if any | 20 | | |
| 2. Kitchen, if any | 20 | | |
| 3. Guard House | 60 | | |
| Sub-total Score | 100 | | |
| GRAND TOTAL SCORE/RATING | | 100% | |

3. SUMMARY OF ACTUAL RATING FOR TECHNICAL SPECIFICATIONS AND PARAMETERS

| PARAMETERS | ACTUAL SUBTOTAL SCORE | REQUIRED WEIGHT PER PARAMETER (%) | ACTUAL WEIGHTED SCORE |
|--|-----------------------------|--|-----------------------------|
| A. STRUCTURAL CONDITION | | 40% | |
| B. LOCATION AND SITE CONDITION | | 25% | |
| C. NEIGHBORHOOD DATA | | 20% | |
| D. REAL ESTATE | | 8% | |
| E. FREE SERVICES AND FACILITIES | | 7% | |
| TOTAL SCORE | | 100% | |
| PASSING RATE | 75% | | |
| FINAL ADJECTIVAL RATING (PASS/FAIL) | | | |

Specifications of Type A Warehouse are enumerated as follows:

I. BUILT AND STRUCTURE

- a. Semi-concrete
- b. Wall-concrete hollow blocks / concrete plastered finished
- c. Floor-concrete plastered finished
- d. Doors-made of steel
- e. Louvers – concrete louver blocks / steel louvers / fixed or rotary ventilation
- f. Truss – steel/wooden trusses (good lumber)
- g. Roof-GI sheets painted finished
- h. Gutter – steel or concrete
- i. Fence – concrete

II. ACCESSORIES / AMENITIES

- a. Parking space for trucks / vehicles
- b. Concrete roadway
- c. Power availability (electric power system)
- d. Source of water (availability of potable water)
- e. Office/Sufficient working space for NFA warehouse personnel
- f. Guard house / space where temporary guard house can be installed
- g. Location shall be situated along the highway accessible to all types of land transport vehicle

Warehouses which are still fit as storage for NFA stocks but do not conform with the above-mentioned specifications or modifications shall automatically fall under Type B classification.

D. CONTRACT AWARD

The contract shall be awarded on a per lot basis to the bidder/s who were rated “complying” to the technical specifications and parameters required and has been found to have the Lowest Calculated Responsive Quotation / Offer, until the required capacity/area of the concerned lot are met (cumulative and progressive).

E. DURATION OF THE CONTRACT

The Warehouse Contract shall become effective as of the first day the Lessee actually occupies the premises as evidenced by Certificate of Actual Occupancy by the Lessee's Branch Manager, and shall expire after six (6) months or after the lapse of the thirty-day Notice of Termination of the Contract Agreement, whichever comes first.

F. RESERVATION CLAUSE

The NATIONAL FOOD AUTHORITY 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Approved by:


GERARD V. LIM
Branch Manager

BID FORM

(Date)

The Chairperson
Branch Procurement Committee
National Food Authority
Quezon Branch Office
Brgy. Isabang, Lucena City

Gentlemen:

Having read the Request to Submit Quotation for the Procurement of Warehouse Storage Space Through Lease of Real Property and Venue for Quezon Branch Office for the Year 2025, the undersigned, offer to provide/lease out warehouse or storage space requirements of NFA Quezon B.O. for six (6) months in the amount indicated below and in consonance with the Price Schedule, attached and made part of this Bid:

| | |
|--|--|
| Lot No. | |
| Name of Warehouse | |
| Exact Location/ Address of Warehouse for Leasing | |
| Total Area (In square meters) | |
| Total Rate per Month | |
| Total Amount For Six (6) Calendar Months | |
| Total Amount of Bid Before Tax | |
| Total Amount of Tax | |
| Total Amount of Bid Including Tax | |
| | |
| Total Amount of Bid in Words | |

Name, Designation and Signature of duly Authorized Signatory

Name of Bidder : _____
Address : _____
Telephone No. : _____
E- mail Address : _____

PRICE SCHEDULE

| | |
|--|--|
| LOT NO. | |
| LOCATION | |
| OFFER | |
| PARTICULARS OF OFFER | |
| OFFERED AREA OF WAREHOUSE/STORAGE SPACE (m ²) | |
| OFFERED RATE PER MONTH, BEFORE TAX (P) A | |
| Add: TAXES IMPUTED PER MONTH | |
| Type of Tax | |
| VAT (12%) a | |
| Income Tax b | |
| Etc.. c | |
| TOTAL TAX for the OFFERED AREA per MONTH B = a + b + c | |
| TOTAL AMOUNT OF BID for the Offered Area per MONTH, INCLUDING Tax C = A + B | |
| TOTAL AMOUNT OF BID for the lot for six (6) months , INCLUDING Tax D = C x 6 | |

CERTIFIED CORRECT :

 Name, Designation and Signature of duly Authorized Signatory

Name of Bidder : _____

Address : _____

Telephone No. : _____

E- mail Address : _____