



NATIONAL FOOD AUTHORITY
Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128
June 30, 2025

www.nfa.gov.ph

REQUEST FOR QUOTATION (RFQ)

**SUPPLY AND DELIVERY OF MEALS FOR FORTY-FIVE (45) PERSONS DURING THE
NFA GENDER AND DEVELOPMENT (GAD) MID-YEAR ASSESSMENT ON JULY 09-10,
2025**

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 **July 04, 2024, 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. 2025 Mayor's Permit/Business Permit or 2024 Mayor's Permit with proof of payment for 2025 Renewal;
2. 2024 ITR or its equivalent document (2025 Quarterly ITR/Monthly Business tax Returns);
3. Conformed Bid Form (Technical Specifications) / Terms of Reference;
4. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
5. Original Notarized Omnibus Sworn Statement with Authority of Signatory (Secretary's Certificate, SPA, Partnership Resolution).

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	July 01, 2025 to July 04, 2025
2. Sending of RFQ/Tender Form	July 01, 2025 to July 04, 2025 until 12:00 PM
3. Deadline for Submission of RFQ/Tender Form	July 04, 2025 until 12:00 PM
4. Opening of RFQ/Tender Form	July 04, 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 MEALS FOR FORTY-FIVE (45) PERSONS DURING THE NFA GENDER AND DEVELOPMENT (GAD) MID-YEAR ASSESSMENT ON JULY 09-10, 2025 <i>Specifications: (Please see attached Terms of Reference and Technical Specifications)</i>	1 lot	P59,400.00	
TOTAL			
Technical Specifications: Please see attached Terms of Reference 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 of Reference / 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)			
Delivery: July 9-10, 2025 at NFA Multipurpose hall 9 th floor (Please see attached Terms of Reference)			

**BID FORM (TECHNICAL SPECIFICATIONS)
NATIONAL FOOD AUTHORITY - CENTRAL OFFICE**

PROJECT NUMBER		Supply and Delivery of Meals for Forty-Five (45) Persons during the NFA Gender and Development (GAD) Mid-Year Assessment on July 9-10, 2025		
PROJECT TITLE				
ITEM / LOT INFORMATION				
Item / Lot Description:		Catering Services		
Quantity:		One (1)		
Unit of Measurement (unit/pcs/lot):		Lot		
Enumeration / Inclusions:		Breakfast, AM Snack, Lunch, PM Snack for two (2) days		
DEADLINE FOR SUBMISSION OF BIDS:		July 4, 2025 12:00 noon		
ITEM#	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS (write down detailed offered specifications)	REFERENCES (include supporting documents) (attach brochure / technical data / website, etc.)	END-USER/TWG FINDINGS
1	July 9-10, 2025			
	Quantity: Forty-five (45) packed meals per mealtime for two (2) consecutive days (Breakfast, AM Snack, Lunch, PM Snack)	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	BREAKFAST: Beef Tapa/Chicken Longganisa/Fish Rice Egg Dessert: Fruits Drinks: Free flowing coffee	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	AM SNACK: Clubhouse Sandwich/Burger with Fries Drinks: Fruit/Buko Juice and Bottled Water	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	LUNCH: Soup Beef/Chicken/Fish Mixed Vegetables Rice Dessert: Fruits Drinks: Fruit/Iced Tea and Bottled Water	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	PM SNACK: Pasta/Pancit/Carbonara Sandwich/Pastries/Kakanin Drinks: Fruit/Iced Tea and Bottled Water	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	INCLUSIONS: Free flowing coffee, tea, spoon and fork, bottled water and table napkin for two (2) days.	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	FOOD RESTRICTION: No pork/pork ingredients for all meals	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	WARRANTY: Replacement of spoiled food. Food must be warm and fresh upon serving.	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	DELIVERY PERIOD: July 9-10, 2025	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
	PLACE OF DELIVERY: NFA Multipurpose Hall, 9th Floor, NFA Building, Visayas Ave., Brgy. Vasra, Diliman, Quezon City			
	PAYMENT TERMS: Government Terms (One-time payment shall be made to the supplier upon acceptance of NFA, subject to the submission of complete documentary requirements for payment)	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]
SAMPLE/DEMO UNIT/PROTOTYPE: N/A	[for Supplier]	[for End-user/TWG]	[for End-user/TWG]	

In compliance with Republic Act No. 9184, Section 18, and the 2016 Revised Implementing Rules and Regulations, Section 18, brand names are only used because of compatibility with existing platforms or equipment which will maintain performance, functionality and useful life.

Note: Fill in all applicable columns; DO NOT leave any blank. For example, write "comply" and attach a brochure, or provide the actual technical specifications.

Prepared by (End-user/TWG):

RONELIO T. TAMOR

Signature over Printed Name

Evaluated by:

Signature over Printed Name

Signature of Representative: _____
Name of Representative: _____
Position: _____
Company: _____
Address: _____
Telephone/ Fax: _____
Email: _____

TERMS OF REFERENCE

Supply and Delivery of Meals for Forty-Five (45) Persons during the NFA Gender and Development (GAD) Mid-Year Assessment on July 9 - 10, 2025.

I. PROJECT TITLE

Supply and Delivery of meals for 45 persons during the NFA Gender and Development (GAD) Mid-Year Assessment from July 9-10, 2025.

BACKGROUND/RATIONALE

To provide meals for NFA Central Office GAD focal participants, resource speaker, facilitators and guests during the 2-day NFA Gender and Development (GAD) Mid-Year Assessment from July 9-10, 2025.

II. SCOPE OF WORKS, TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS

A. SCOPE OF WORK

1. Winning bidder shall supply and deliver 45 pieces packed meals for **the resource speaker, participants and facilitators to the 2-day NFA Gender and Development (GAD) Mid-Year Assessment** from July 9-10, 2025, at the **NFA Multipurpose Hall from 8:00 a.m. to 5:00 p.m.**, as specified in Item III-B of the Terms of Reference.

B. TECHNICAL SPECIFICATION

Meals for 2-days (July 9-10, 2025)

45 Pieces Packed Breakfast

-Beef Tapa/ Chicken Longganisa/Fish with Fried Rice and Egg and Fruits

-Free flowing coffee

45 Pieces Packed AM Snacks

-Clubhouse Sandwich/Burger with fries and drinks (Fruit / Buko Juice) and Bottled Water

45 Pieces Packed Lunch

-Beef / Chicken / Fish with mixed vegetables, soup, white rice and fruits

-Drinks (Fruit Juice / Ice Tea) and Bottled Water.

45 Pieces Packed PM Snacks

-Pasta / Pancit / Carbonara with Clubhouse Sandwich/Pastries/Kakanin and Drinks (Fruit Juice / Iced Tea) and Bottled Water.

Inclusions: Free Flowing Coffee, Tea, Spoon and Fork, Water and Table Napkin (for 2 days)

Food restriction: Non Pork for Muslim participant

C. TERMS AND CONDITIONS

1. The packed meals shall be delivered on July 9 to 10, 2025 during the GAD Mid-Year Assessment
2. The delivery of meals / goods shall be at the NFA Multipurpose Hall, 9th floor, NFA Building, Visayas Avenue, Brgy. VASRA, Diliman, Quezon City.

III. ELIGIBILITY REQUIREMENTS

Prospective Suppliers must submit a complete offer with the following documents duly certified by the company's authorized representative:

- PhilGEPS Certification or print out of PhilGEPS Organizational Number
- Latest / Valid Mayor's Permit / Business Permit
- Latest Income Tax Return (Annual/Quarterly)
- Notarized Omnibus Sworn Statement

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **FIFTY-NINE THOUSAND FOUR HUNDRED PESOS ONLY (PhP 59,400.00)** inclusive of all applicable government taxes, fees and other charges.

V. RESPONSIBILITIES OF THE SUPPLIER

1. The Supplier will supply and deliver the 45 pieces packed meals for the 2-day NFA Gender and Development (GAD) Mid-Year Assessment from July 9-10, 2025 in accordance with the technical specifications required by the Procuring Entity;
2. The Supplier warrants that all meals are freshly cooked/prepared, free from any contaminants and taste good; and

3. The Supplier must ensure timely and complete delivery of the meals as specified in Section III of this TOR.

VI. RESPONSIBILITIES OF NFA

1. Check and examine that the supplied and delivered 45 pieces packed meals for the 2-day NFA Gender and Development (GAD) Mid-Year Assessment from July 9-10, 2025 are freshly cooked/prepared, free from contaminants and compliant to the technical specifications; and
2. Pay the Supplier / Contractor after the satisfactory completion of the project.

VIII. TERMS OF PAYMENT

One-time payment shall be made to the Supplier / Contractor upon acceptance of NFA, subject to the submission of complete documentary requirements for payment.

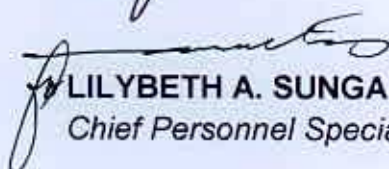
IX. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every 10% of the amount of the contract, NFA shall rescind the contract, without prejudice to other courses of action and remedies available for NFA.

Prepared by:


RONELIO T. TAMOR
Personnel Specialist II

Noted:


LILYBETH A. SUNGA
Chief Personnel Specialist, HRDSD

Approved:


JOEY C. PIMENTEL
Department Manager, AGSD

Conforme: