



Republic of the Philippines
NATIONAL FOOD AUTHORITY
Regional Office I
San Juan, La Union

Tel No. (072) 242-5927 & (072) 607-6708 / Website: www.nfa.gov.ph
E-mail Address: nfaregion1@yahoo.com / Fax No. (072) 242-5907

REQUEST FOR QUOTATION

Date : _____

Quotation No. : _____

Company Name

Address

Sir/Madam:

Please quote your lowest price, inclusive of VAT on the item/s listed below, subject to the Terms and Conditions attached. Please submit your sealed quotation duly signed by you or your representative on or before the opening of of sealed quotations as scheduled below at the NFA Regional Office I, San Juan, La Union.

Prospective bidders should submit one (1) original/certified photocopy of the following documents during submission of sealed quotation:

1. 2017 Mayor's Permit;
2. PCAB License;
3. 2016 Annual Income/Business Tax Return; and
4. Omnibus Sworn Statement

The schedule of activities shall be as follows:

ACTIVITY	DATE / TIME
• Posting at NFA website/PhilGEPS	July 4, 2017
• Deadline of Submission of Sealed Quotations	July 17, 2017 ; NLT 9:00 AM
• Opening of Sealed Quotations	July 17, 2017; 9:01 AM onwards

ROLANDO S. RUFO
Asst. Regional Director

Lot No.	DESCRIPTION	Amount/Offer, Php (Inc. of VAT)
1	Drilling of Deepwell (200 feet minimum deep) including installation of one (1) unit 1.5 HP submersible pump, 1,000 liter capacity storage tank, 1.0 HP booster pump and its accessories at NFA Regional Office and La Union Provincial Office compound, San Juan, La Union.	

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

The NFA reserves the right to reject any or all bid/offer to waive any formality herein or to accept conditions most advantageous to the agency.

Printed Name & Signature

Contact No.

Date

Note: To be accomplished if supplier cannot attend the opening of Quotation.

W A I V E R

I hereby waive my right to be present and/or to witness the opening of price quotation/Sealed Canvass to be undertaken by the procuring entity at the place and time mentioned above.

Printed Name/Signature

Date

IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.

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TERMS AND CONDITIONS

FOR THE DRILLING OF DEEPWELL INCLUDING INSTALLATION OF ONE (1) UNIT 1.5 HP SUBMERSIBLE PUMP, 1,000 LITER CAPACITY STORAGE TANK, 1.0 HP BOOSTER PUMP AND ITS ACCESSORIES AT NFA REGIONAL OFFICE AND LA UNION PROVINCIAL OFFICE COMPOUND

I. PROJECT DESCRIPTION AND PURPOSE

Drilling of Deepwell including installation of one (1) unit 1.5 HP submersible pump, 1,000 liter capacity storage tank, 1.0 HP booster pump and its accessories at NFA Regional Office/ La Union Provincial Office compound, San Juan, La Union.

II. SUBMISSION OF SEALED QUOTATION:

- 1. Date and Time of Submission : On or before **July 17, 2017; 9:00 AM**
- 2. Form of Submission : Thru sealed envelope/Personalized Delivery or thru waybill (DHL, LBC, etc.)
- 3. Authorized person to receive quotation : RBAC Secretariat. c/o RISO Liza R. Balagot

III. OPENING OF QUOTATIONS

- 1. Date and Time of Opening : **July 17, 2017; 9:01 AM onward**
- 2. Place : NFA Regional Office 1, San Juan, La Union
- 3. Parties to be present
 - a) RBAC
 - b) TWG
 - c) Secretariat
 - d) Supplier/Authorized Representative
 - e) Observer

IV. SCHEDULE OF REQUIREMENTS

Description	ABC (Php)	Cost of Bidding Documents (Php)
Drilling of Deepwell including installation of one (1) unit 1.5 HP submersible pump, 1000 liter capacity storage tank, 1.0 HP booster pump and its accessories at NFA Regional Office/ La Union Provincial Office compound, San Juan, La Union.	592,001.48	

V. ELIGIBILITY DOCUMENTS

Prospective bidders shall submit one (1) certified photocopy of the following documents during submission of sealed quotation:

Legal Documents

- 1. Mayor's/ Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area.

2. PCAB license
3. 2016 Annual Income/Business Tax Return
4. Omnibus Sworn Statement (pages 5-7)

VI. HOW TO BID

All bids that exceed the ABC shall be rejected outright.

VII. CONDITIONS IN THE DETERMINATION OF THE LOWEST CALCULATED BID

In case of a tie in the Lowest Calculated Bid (LCB) between two bidders, this shall be resolved through toss coin. In case of multiple ties, it shall be resolved through draw lots.

VIII. PERFORMANCE SECURITY

The Performance Security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (not less than the required percentage of the total contract price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Ten Percent (10%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank.	
c. Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

IX. OBLIGATIONS OF THE CONTRACTOR

1. To provide all labor, instrument, tools, equipment, materials, supplies, vehicles and water necessary to perform satisfactorily the project.
2. To ensure smooth and safe working environment and will not interrupt the daily business activities of the National Food Authority.
3. To secure the drilling area using canvass enclosure as such the drilling activity will not be an eye sore to the public and to display safety sign at the vicinity of the work site.
4. To ensure that waste water during the implementation of the project is directed to the storm drainage.
5. To ensure uninterrupted/continuous water supply of the compound during the implementation of the project.

6. To shoulder laboratory testing fee of water sample.
7. To provide NFA all construction records. Upon the completion of the project, provide NFA as-built plan/drawing, certificate of warranties, manuals and other documents necessary in the maintenance program of the project.
8. To complete the project within forty five (45) calendar days reckoning from receipt of the Notice to Proceed.
9. Contractor shall bill NFA upon completion of the works and after the complete submission of the required documents as mentioned in item X.3.
10. To ensure continuous discharge of potable water for a minimum period of three (3) hours.

X. OBLIGATIONS OF THE NFA

1. To issue a Notice of Award.
2. To serve the Notice to Proceed indicating therein the contract duration which is forty five (45) calendar days.

Failure to complete the project within forty five (45) calendar days for any cause not attributable to NFA shall make the supplier liable to liquidated damages as specified in item XI.

3. The NFA shall pay the supplier upon the presentation of the following documents:
 - a. Accomplished Voucher
 - b. Notice of Award
 - c. Purchase Order / Contract
 - d. Notice to Proceed
 - e. Certificate of Completion
 - f. Certificate of Acceptance

Cheque payment shall be made upon submission of complete documents as enumerated above subject to usual NFA accounting and auditing rules and regulations.

XI. LIQUIDATED DAMAGES

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

PREPARED BY: TECHNICAL WORKING GROUP (TWG):

JONATHAN U. CORPUZ
SGOO/Acting REng - Chairman

JEFFREY S. PARATON
Supvg. GOO - Member

ALEXIS J. CACHERO
GOO II - Member

Recommending Approval: **REGIONAL BIDS AND AWARDS COMMITTEE**

CECILIA A. CONCUBIERTA
Prov'l Mgr./ Member

BEVERLYN P. PERALTA, Ph.D.
Prov'l Mgr. / Member

RAMON B. CUARESMA, ASEAN Engr.
Prov'l Mgr. / Member

ENGR. FORTUNATO B. BULAO
Prov'l Mgr. / Vice Chairperson

ROLANDO S. RUFO
Asst. Regional Director/RBAC Chairperson

APPROVED:

ENGR. GENARO S. NUÑEZ, JR
Regional Director/HOPE