



NATIONAL FOOD AUTHORITY

REGION XIV- Regional Office



Bangsamoro Government Center, Cotabato City, 9600 Telephone No. 421-2407 Email add: armm@nfa.gov.ph

INVITATION TO SUBMIT QUOTATION

Project Reference No. **NFA14-LDPE- 2025-D-011**

NOTICE IS HEREBY GIVEN that the National Food Authority – Region XIV, thru its Regional Bids and Awards Committee (RBAC), intends to procure thru **Small Value Procurement (SVP)** the Supply and Delivery of the following **Low Density Polyethylene (LDPE) Plastic Fumigation Sheets Requirement of NFA Region XIV for CY 2025** per ASA No. 2025-MOOE-XIV-007 dated March 5, 2025:

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC) (INCLUSIVE OF VAT) (PHP)
1	Low Density Polyethylene (LDPE) Plastic Fumigation Sheets (12m x 18m)	28	rolls	784,000.00

The Total Approved Budget for the Contract is **Seven Hundred Eighty-Four Thousand pesos only (₱784,000.00)** to be sourced from the Corporate Budget of National Food Authority. Interested suppliers shall use the attached Quotation Form. All Quotation Forms shall be submitted in a Sealed Envelope, on or before **9:40 A.M. of May 08, 2025** at National Food Authority- Regional Office XIV Conference Room, Bangsamoro Government Center, Cotabato City, together with the **Certified Photocopies of the following documents:**

1. Price Proposal Form (Annex “A”)
2. Copy of Mayor’s/Business Permit for CY 2025;
3. Copy of PhilGEPS Platinum Registration Certificate;
4. Omnibus Sworn Statement (Revised) (Annex E) (attach Authority of the Signatory, if applicable).
5. The Bidder shall submit a **Bid Securing Declaration**, or any form of Bid Security in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
<p>(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the Cashier’s/Manager’s Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(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.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

Prospective Bidders may obtain further information from NFA Region 14 BAC Secretariat and inspect the Bidding Documents at the address given below during office hours (Monday to Friday) from 8:00 AM to 5:00 PM:

Address: NATIONAL FOOD AUTHORITY- Region 14
Bangsamoro Government Center, Cotabato City, 9600

A complete set of Bidding Documents may be acquired by interested Bidders on **April 30, 2025 to 9:40 A.M. of May 08, 2025** from the given 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 following amount:

Item No.	Approved Budget for the Contract (ABC) (₱)	Amount of Bidding Fee (Php)
1	784,000.00	1,000.00


The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

Address: NATIONAL FOOD AUTHORITY
Region 14
Bangsamoro Government Center, Cotabato City, 9600

Website(s): PhilGEPS – www.philgeps.gov.ph
NFA - www.nfa.gov.ph

All Quotation Forms shall be submitted to the RBAC Secretariat, National Food Authority-Regional Office XIV, Bangsamoro Government Center, Cotabato City. Opening of Quotations is at **9:45 A.M. of May 08, 2025** or through email **bac.armm@nfa.gov.ph**.

For further inquiry, please contact Ms. Anna Liza Esmundo, RBAC Secretariat Head, National Food Authority- Regional Office XIV, Bangsamoro Government Center, Cotabato City, Tel. No. (064) 421-2407, Email address: bac.armm@nfa.gov.ph



LYDIA I. ARSAD
Branch Manager, BASULTA Branch Office /
Vice-Chairperson, NFA RBAC XIV

REQUEST FOR QUOTATION

Date : March 11, 2025
PR No. 25-140-03-11-0117

Company Name : _____
Address : _____
Tel./Fax No. : _____

Please quote your lowest price on the items listed below and submit your quotation in a Sealed Envelope duly signed by your representative not later than **10:00 A.M. of May 08, 2025.**


LYDIA I. ARSAD
Branch Manager, BASULTA B.O. /
Vice-Chairperson, NFA RBAC XIV

- NOTE:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN/ TYPEWRITTEN.
 2. DELIVERY PERIOD IS WITHIN **FORTY-FIVE (45) CALENDAR DAYS UPON RECEIPT OF THE NOTICE TO PROCEED.** PLACE OF DELIVERY IS **NFA-REGIONAL OFFICE XIV, BANGSAMORO GOVERNMENT CENTER, -COTABATO CITY.**
 3. WARRANTY SHALL BE FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF **THIRTY (30) CALENDAR DAYS.**

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	ABC	Amount of Bid (Php)
1	Low Density Polyethylene (LDPE) Plastic Fumigation Sheets (12m x 18m)	28	rolls	784,000.00	

Total Amount in words : _____
Delivery Period : _____
Warranty : _____

Supplier's Name and Signature

Date

To be accomplished if the Supplier cannot attend the Opening of Sealed Offers.

W A I V E R -----

I hereby waive my right to be present and/or witness the Opening of Sealed Offers to be undertaken by the procuring entity at the place and time mentioned in the Invitation to Submit Quotations.

Supplier's Name and Signature

TERMS AND CONDITIONS

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. The AWARDEE shall submit a Performance Security within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.
3. The AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment, and shall make deliveries strictly following the schedule, quality and specifications of the award and purchase order. Failure to comply by the AWARDEE shall be grounds for cancellation of the award and purchase order issued to the AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
4. The AWARDEE shall pick up purchase order(s) issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission and/ or email shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent via messenger/ courier service to the AWARDEE at the latter's expense.
5. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
6. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance shall be withdrawn from that AWARDEE. The Procurement Service shall then purchase the

required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its Revised IRR.

7. All deliveries by suppliers shall be subject to inspection and acceptance by the National Food Authority. All necessary laboratory tests undertaken by the National Food Authority on item(s) shall be for the account of the Supplier.
8. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
9. Supplier shall guarantee his deliveries to be without defects. Any defective item(s)/product(s), thereof that may be discovered by the National Food Authority within three (3) months after acceptance of the same, shall be replaced by the Supplier within ten (10) calendar days upon receipt of a written notice to that effect.
10. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
11. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
12. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and reference codes of the imported goods purchased should be submitted by the supplier to the National Food Authority Regional Office XIV.
13. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

CONFORME:

Supplier's Name and Signature

Name of Firm

Address

