



NATIONAL FOOD AUTHORITY

La Union Branch Office



Urbiztondo, San Juan, La Union, 2514

Tel. No. (072) 682-9011

launion@nfa.gov.ph

REQUEST FOR QUOTATION

Project Reference No.: NFA-LUBO-2025-D-001



The National Food Authority – La Union Branch Office, through its Branch Procurement Committee, will undertake a **SMALL VALUE PROCUREMENT FOR THE SUPPLY AND DELIVERY OF BED MATTRESSES, BEDSHEETS, BLANKETS, PILLOWS AND PILLOW CASES FOR NFA LOAKAN STAFFHOUSE & TRAINING CENTER**, in accordance with Section 53.9 of 2016 Revised Implementing Rules and Regulations of Republic Act. 9184.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** provided on the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your authorized representative via **manual submission** not later than **April 21, 2025, 10:00 AM** at the General Services-AGS, NFA La Union Branch Office, Brgy. Urbiztondo, San Juan, La Union.

A copy of the following documents shall be submitted together with the Request for Quotation (RFQ):

- a. 2025 Mayor's Permit
- b. Latest Income Tax Return
- c. PhilGeps Registration Number (Red or Platinum)
- d. Notarized Omnibus Sworn Statement

For any clarification, you may contact **Ms. Joan Viviny T. Garcia** or **Ms. Febrose N. Valenzuela** at telephone no. (072) 682-9011 or email address at launion@nfa.gov.ph.


VIRGINIA S. MARIANO
Assistant Branch Manager /
BPC Chairperson




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QUOTATION FORM

Date: _____

Name of Company: _____

Company Address: _____

Name of Representative & Designation: _____

Company TIN: _____

PhilGEPS Registration Number: _____

PhilGEPs Validity Date: _____

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is free.
2. Bidders must state "**COMPLY**" in the "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

Item	Unit	Item Description	Total Quantity	Approved Budget for the Contract	BID OFFER Php (Inclusive of VAT)	
					Unit Cost	Total Cost
A	PCS	BED MATTRESSES	74	333,930.00		
B	PCS	PILLOWS	148	27,380.00		
C	PCS	PILLOW CASES	148	17,760.00		
D	PCS	BED SHEETS	74	51,645.00		
E	PCS	BLANKETS	74	23,854.00		

The above prices are inclusive of all costs and applicable taxes.





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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of a contract shall be made for all the items to the lowest calculated and responsive quotation (for goods and infrastructure) or the highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Schedule of delivery.
8. The NFA LUBO shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications at no extra cost to the NFA LUBO and automatically reject them once found non-conforming.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NFA-BPC La Union shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payments shall be promptly, but in no case later than sixty (60) days, after submission of billing statement/invoice, required supporting documents, and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user in accordance with existing government accounting rules and regulations.** In order to protect the interest of the NFA-LUBO, the NFA may refuse payment when there is an evident failure by the Provider to comply with the terms and conditions in the delivery of services agreed hereto.
11. In order to assure that manufacturing defects shall be corrected by the Supplier, warranty security shall be required from the contract awardee for a minimum of three (3) months, in the case of Expendable Supplies of a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.



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SCHEDULE OF REQUIREMENTS				Bidder's Statement of Compliance
A	PCS	BED MATTRESSES	See the attached Schedule of Requirements and Technical Specifications	
B	PCS	PILLOWS	See the attached Schedule of Requirements and Technical Specifications	
C	PCS	PILLOW CASES	See the attached Schedule of Requirements and Technical Specifications	
D	PCS	BED SHEETS	See the attached Schedule of Requirements and Technical Specifications	
E	PCS	BLANKETS	See the attached Schedule of Requirements and Technical Specifications	
Schedule of Delivery: The delivery of services shall be for a maximum of ten (10) Calendar Days, effective upon signing and award of the Contract/Purchase Order.				

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotations
FOUR HUNDRED FIFTY FOUR THOUSAND FIVE HUNDRED SIXTY NINE PESOS (PhP 454,569.00)	In Words: _____ _____ _____ In Figures: _____ _____

Payments shall be promptly, but in no case later than sixty (60) days, after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.

Signature over Printed Name

Position/Designation

Office Telephone No.

Email Address/es



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12. The liability of the Supplier/Contractor under this Contract shall be as provided by the laws of the Republic of the Philippines.
13. **RESERVATION CLAUSE-** The National Food Authority – La Union Branch Office 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.

CONFORME:

Signature over Printed Name

Position/Designation



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SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Unit	Item	Quantity	Delivery Schedule	Place of Delivery and Installation
PCS	BED MATTRESSES	74	Ten (10) calendar days upon receipt of Purchase Order	NFA Loakan Staffhouse & Training Center, Loakan, Baguio City
PCS	PILLOWS	148		
PCS	PILLOW CASES	148		
PCS	BED SHEETS	74		
PCS	BLANKETS	74		

A warranty certificate shall be issued to all items within three (3) working days from the date of acceptance by the end user.

I hereby certify that I comply with all the above Schedule of Requirements.

Signature over Printed Name

Position/Designation





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TECHNICAL SPECIFICATIONS

Item	Specifications	Bidder's Statement of Compliance
A. Bed Mattress	Single Foam	
	36" x 75" (6 inches) 69 pcs	
	54" x 75" (6 inches) 2 pcs	
	60" x 75" (6 inches) 3 pcs	
	With cover	
	High quality	
B. Pillows	18" x 28"	
	High quality	
C. Pillow Cases	18" x 28 "	
	Pastel color	
D. BED SHEETS	36" x 75" (6 inches) 69 pcs	
	54" x 75" (6 inches) 2 pcs	
	60" x 75" (6 inches) 3 pcs	
	Fully garterized	
	Plain White Color	
E. BLANKETS	Flannel Blanket	
	Pastel Color	
	69 pcs Single (150 x 200 cm)	
	2 pcs Double (180 x 200 cm)	
	3 pcs Queen (200 x 220 cm)	

I hereby certify that I comply with all the above Technical Specifications.

Signature over Printed Name

Position/Designation





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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Supply, Delivery and Installation of Office Appliances for NFA Region III Regional and Branch Offices, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Supply, Delivery and Installation of Office Appliances for NFA Region III Regional and Branch Offices, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;





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[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Supply, Delivery and Installation of Office Chairs for NFA Region I Regional Office.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

