



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure Catering Service Provider which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	Ref. No. R3-2021-G-17: Procurement of Catering Service Provider for the Actual Conduct of Occupancy Verification in the Project Sites of Tarlac, Nueva Ecija, Aurora District for the Implementation of the First Phase of NHA-BRIS Program
Brief Description	Meals (Lunch and PM Snacks)
Location	Resettlement Sites under Tarlac, Nueva Ecija, Aurora District (Refer to Annex "C")
Approved Budget for the Contract (ABC)	One Hundred Fifty-One Thousand Five Hundred Pesos (Php 151,500.00) inclusive of taxes
Source of Fund	Corporate Receipts
Contract Duration	Within Ten (10) days upon receipt of Purchase Order (P.O)

Interested Service Provider/s are required to submit certified true copy of the following documents:


- a) Mayor's/ Business Permit including the Official Receipt;
- b) PhilGEPS Registration Number;
- c) Omnibus Sworn Statement (Annex "B"); and
- d) Certificate of Registration from BIR

Award of contract shall be made to the lowest quotation, which complies with the Items description. The Service Providers offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually at the NHA-Region III Office, 3rd Floor, Pampanga Landmark Building, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga or through email on or before **October 22, 2021**, not later than **10:00 a.m.** at the email address indicated below.

For any clarification, you may contact Ms. Irene B. Nalaunan at Tel. Nos. (045) 963-0153, (045) 860-3952, or (045) 457-4917, email address at ro3bac@gmail.com.

The NHA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.


MINERVA Y. CALANTUAN
Division Manager, Region III-Program Office
Chairperson, Region III Office Bids and Awards Committee

Annex “A”

Instructions:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the 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/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract		
Procurement of Catering Service Provider for the Actual Conduct of Occupancy Verification in the Project Sites of Tarlac, Nueva Ecija, Aurora District for the Implementation of the First Phase of NHA-BRIS Program		One Hundred Fifty-One Thousand Five Hundred Pesos (Php 151,500.00) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Meals (Lunch and PM Snacks)			
Delivery				
a) Place: Resettlement Sites under Tarlac, Nueva Ecija, Aurora District (Refer to Annex “C”) b) Period/Duration: within Ten (10) days upon receipt of Purchase Order (P.O)				
*****nothing follows*****				

YOUR QUOTATION

Summary of Approved Budget					Offered Quotation	
Item	Quantity (pax)	No. of Days	Unit Cost (Php)	Total Amount inclusive of taxes (Php)	Unit Cost (Php)	Total Amount inclusive of taxes (Php)
Team 1:						
Enumerators	12	30	150.00	54,000.00		
Guides/ Leaders	19	30	150.00	85,500.00		
NHA Staff	8	10	150.00	12,000.00		
				151,500.00		
			TOTAL =	151,500.00	TOTAL =	

Annex “B”

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 [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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;

[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 *[Name of the Project]*.
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]

Annex “C”

TARLAC DISTRICT OFFICE

Office Address: Block 5 Lot 17 & 18, Brgy. Burot, Tarlac City, Tarlac

PROJECT NAME	LOCATION
TARLAC HOUSING PROJECT PH. 1 & 2	Brgy. Burot, Tarlac City, Tarlac
JV TARLAC HOUSING PRJOECT PH.2-C	Brgy. Burot, Tarlac City, Tarlac
SAN FELIPE UPGRADING	Brgy. San Felipe, San Manuel, Tarlac
NORTHERN HILLS	Brgy. San Rafael, Tarlac City, Tarlac
GOCOCO ESTATE	Brgy. San Roque, Lapaz, Tarlac
SAMSANRONEHOA	Brgy. San Roque, Anao, Tarlac
NHA-PNP MACABULOS HOUSING	Brgy. San Vicente, Tarlac City, Tarlac
NHA - SAN JOSE HOUSING PROJECT	Brgy. Palestina, San Jose City, Nueva Ecija
GOLDEN VALLEY HOMES	Brgy. Sapang Maragul, Tarlac City, Tarlac
IRENEA ESTATE SUBDIVISION	Brgy. Nazareth, General Tinio, Nueva Ecija
SAN LORENZO HEIGHTS	Brgy. Atate, Palayan, Nueva Ecija
SACRED HEART SUBDIVISION	Brgy. Kalikid Norte, Cabanatuan City, Nueva Ecija
SAN LUIS VILLAS RESETTLEMENT	Brgy. Ditumabo, San Luis, Aurora Province
DINALUNGAN HEIGHTS RESETTLEMENT	Brgy. Nipoo, Dinalungan, Aurora Province
GALANG ESTATE	Brgy. Santiago, Concepcion, Tarlac
LIM-BAUTISTA ESTATE	Brgy. Poblacion, San Manuel, Tarlac
LIM-SIOCO ESTATE	Brgy. Sta. Maria, San Manuel, Tarlac
TIZON ESTATE	Brgy. Banaba, Bamban, Tarlac
YUZON ESTATE	Brgy. Sapang, Jaen, Nueva Ecija

Note: The Tarlac District Office will inform the winning bidder of the schedule of activities.

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 *thirty (30) calendar days* from the date of submission.
3. Price quotation/s to be denominated in the 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 the contract shall be made to the lowest 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NHA shall adopt and employ “draw lots” as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed name

Position/Designation

Company Name

Company Address

Office Telephone No./Fax No.

Mobile Phone No.

Email address/es