



Republic of the Philippines  
 Department of Agriculture  
**NATIONAL DAIRY AUTHORITY**  
**Central Office**

BAI Compound, Visayas Avenue, Diliman, Quezon City 1101 Philippines  
**Tel No.:** (632) 926-0733 to 35 | **Fax:** (632) 926-8847  
**Email:** dairynnda@pldtdsl.net | **Website:** <http://nda.da.gov.ph>

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RFQ20-029

## REQUEST FOR QUOTATION

PLEASE QUOTE YOUR GOVERNMENT PRICE FOR THE ARTICLES LISTED HEREUNDER

QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL
		Outsource Services to Supply Contractual Employees to National Dairy Authority Central Office and Regional Offices		<b>828,150,88</b>
		Contract Duration: Four (4) Months From September to December 2020		
		... next page.. for details...		
		Contact Person:		
		Cristina D. Flores		
		HRMO IV		
		Tel No. 89360734 local 205 or 212		

Authorized Canvasser:

WFH

**Patria P. Guizano**

**LAB Tech III /NDA-BAC Secretariat**

*(Signature over printed name)*

SIR :

In connection with the above request, I/we submit our price quotation indicated above.

\_\_\_\_\_  
 Name of Firm/Dealer

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Telephone Number / PhilGepsNo.

\_\_\_\_\_  
 Address



Contractual Employee for a Four- month period:						
Position	Place of Assignment	No. of Position	Wages	No. of Month	Agency Cost/Mo.	Est. Cost
Administrative Assistant	CO-Administrative Division	2	14000	4	42,288.98	169,155.92
Driver	North Luzon Department	1	12000	4	18,201.43	72,805.72
Financial Assistant	South Luzon Department	1	14000	4	21,144.49	84,577.96
Driver	South Luzon Department	1	12000	4	18,201.43	72,805.72
Technical Staff	Central Visayas Department	1	15000	4	22,618.49	90,473.96
Driver	Central Visayas Department	1	12000	4	18,201.43	72,805.72
Administrative Assistant	Northern Mindanao Department	1	14000	4	21,144.49	84,577.96
Technical Staff	Southern Mindanao Department	2	15000	4	45,236.98	180,947.92
	TOTAL				207,037.72	828,150.88



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- 1) Submission: You may **submit thru e-mail your quotation/proposal** to the following address on or before the closing time as specified at the PhilGeps Portal:  
NDA-BAC Secretariat  
National Dairy Authority  
BAI Compound, Visayas Avenue, Diliman, Quezon City
- 2) Quotation/Proposal shall be valid for sixty (60) calendar days from the deadline of submission of RFQ.
- 3) Delivery will be made only during working days and hours. Delivery of goods or equipment within seven (7) calendar days from the receipt of approved Purchase Order (PO) or Job Order (JO).
- 4) Delivery Site:  
NATIONAL DAIRY AUTHORITY  
Quezon City
- 5) NDA reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposal at any time prior to contract award, without thereby incurring any liability to the affected bidders/suppliers. The purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
- 6) Payment: Payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods or equipment delivered.
- 7) The prospective supplier/bidder shall submit the following:
  - a) Proposal Form
  - b) Technical Specifications / Schedule of Requirements
  - c) PhilGeps Registration Number
- 8) The winning supplier/s shall be required to submit the following documents after determination of the lowest calculated quotation/proposal for post evaluation:
  - a) Mayor's / Business Permit
  - b) Income /Business Tax Return (for ABCs above P500K)
  - c) Omnibus Sworn Statement (for ABCs above P50K)

By Authority:  
NDA-BAC

