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Date Prep.	:	3/6/2021 10:56 AM
Traceability Code		

- 1) Submission: You may **submit your proposal thru e-mail your quotation** to :
 Email address: **jingviolet23@yahoo.com /venturanau@gmail.com**; or submit your sealed quotation 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: TBA
- 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)

