



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**REGIONAL FIELD OFFICE NO. 5**  
 San Agustin, Pili, Camarines Sur, 4418  
<http://bicol.da.gov.ph>

**INVITATION TO BID**

**(Lot 1)** Food and Accommodation, **(Lot 2)** Van Rental and **(Lot 3)** Training Kits/ Supplies for the conduct of FY 2019 National First Quarter Assessment of Special Area for Agricultural Development (SAAD) Program at Sorsogon on April 18 -22, 2019

1. The *Department of Agriculture Regional Field Office No. 5*, through the *General Appropriations Act for CY 2019-SAAD* intends to apply the sum of *One Million Ninety Thousand and Seven Hundred Fifty Pesos (Php1,090,750.00)* being the Approved Budget for the Contract (ABC) to payment under the contract for:

Description	ABC (Php) (inclusive of VAT)	Funding Source	Bid Security: Cash/Cashier's/ Manager's Check, Bank Draft/Guarante, Irrevocable Letter of Credit (2%) (Php)	Bid Security: Surety Bond (5%) (Php)	Cost/Price of Bid Documents (cash payment only) (Php)
<b>Lot 1: Food &amp; Accom.</b>  <b>Day 1-4:</b> Full Board & Accommodation <b>Day 5:</b> Breakfast, AM Snack and Lunch	<b>Php913,750.00</b>  (1,200.00/pax)  (575.00/pax)	GAA 2019- SAAD	Php18,275.00	Php45,687.50	Php500.00
<b>Lot 2: Van Rental</b>	<b>Php126,000.00</b> (7,000.00/day)		Php2,520.00	Php6,300.00	Php500.00
<b>Lot 3: Training Kits/ Supplies</b>	<b>Php51,000.00</b>		Php1,020.00	Php2,550.00	Php500.00

Bids received in excess of the ABC shall be automatically rejected at bid opening. Partial bid is allowed.

2. The *Department of Agriculture Regional Field Office No. 5* now invites bids for :

Description	Location of Project	Specifications		Delivery of the Goods
<b>Lot 1: Food &amp; Accom.</b>	Sorsogon	<b>170 pax per day</b> <b>Day 1-4:</b> Full Board & Accommodation <b>Day 5:</b> Breakfast, AM Snack and Lunch	1,200.00/pax 575.00/pax	April 18-22, 2019 (5 calendar days)
<b>Lot 2: Van Rental</b>		<b>6 Vans for 3 days</b>	7,000.00/day	
<b>Lot 3: Training Kits/ Supplies</b>		<ul style="list-style-type: none"> <li>* 203 pcs, Notebook</li> <li>* 10 pcs, Packing Tape 1"</li> <li>* 20 doz, Expanding Long Envelope</li> <li>* 200 pcs, Ordinary Long Folder</li> <li>* 20 bxs, Faber Castell Ballpen</li> <li>* 10 rms, Bond Paper, Long</li> <li>* 10 doz, Cartolina (assorted color)</li> <li>* 200 pcs, Certificate Holder, Short</li> <li>* 12 pcs, Molar box with cover</li> <li>* 10 pcs, Scissors</li> <li>* 5 bxs, My Gel Sign Pen</li> <li>* 10 pcs, USB 32GB</li> <li>* 200 pcs, ID Holder with cord</li> <li>* 200 pcs, Pencil, Mongol</li> <li>* 3 pcs, Extension Wire 10m</li> <li>* 4 set, EPSON Ink L220 (Black, Cyan, Magenta, &amp; Yellow)</li> <li>* 6 pcs, Molar File</li> <li>* 4 pcs, Stapler Big with Staple Remover</li> <li>* 10 bxs, Staple Wire #35</li> </ul>	<ul style="list-style-type: none"> <li>28.00/pc</li> <li>25.00/pc</li> <li>156.00/doz</li> <li>4.50/pc</li> <li>144.00/bx.</li> <li>185.00/rm</li> <li>78.00/doz</li> <li>58.00/pc</li> <li>495.00/pc</li> <li>150.00/pc</li> <li>300.00/bx</li> <li>550.00/pc</li> <li>10.50/pc</li> <li>6.50/pc</li> <li>895.00/pc</li> <li>295.00/set</li> <li>105.00/pc</li> <li>325.25/pc</li> <li>30.00/bx</li> </ul>	

Bidders should have completed, within *Two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from *Department of Agriculture Regional Field Office No. 5* and inspect the Bidding Documents at the address given below during *Mondays – Fridays, 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *October 8, 2018 to October 29, 2018 (1:00PM)* from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount as stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *Department of Agriculture Regional Field Office No. 5* will hold a Pre-Bid Conference on *October 15, 2018; 1:30PM* at DA Library, Research Building, DA RFO-5, San Agustin, Pili, Camarines Sur, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before *October 29, 2018; 1:00PM*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on *October 29, 2018; 1:30PM* at DA Library, Research Building, DA RFO-5, San Agustin, Pili, Camarines Sur. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *Department of Agriculture Regional Field Office No. 5* 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.
9. For further information, please refer to:

**Engr. NILDA T. ALBANO**  
BAC Secretariat Office  
**Department of Agriculture, Regional Field Office No. 5**  
San Agustin, Pili, Camarines Sur 4418  
Tel. No. (054) 477-3356

October 5, 2018, San Agustin, Pili, Camarines Sur

**ROSARIO C. SALES**  
Chief, Admin & Finance Division  
Chairperson, Bids and Awards Committee