



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 FOR

Supply and Delivery of Office Supplies, Various Computer Accessories, Furniture and Fixtures, Office Equipment and Agricultural Supplies under 2018 Corn Program

1. The *Department of Agriculture Regional Field Office No. 5* through the *GAA 2018¹* intends to apply the sum of *Nine Hundred Eighty Nine Thousand Six Hundred Eighty-One Pesos Only (₱ 989,681.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. **Partial Bid is Allowed.**

The above-mentioned procurement project is particularly described as follows:

No	Description	ABC (Php) (inclusive of VAT)	Funding Source	Bid Security: Cash/Cashier's/M anager's Check, Bank Draft /Guarantee, Irrevocable Letter of Credit (2%) (Php)	Bid Security: Surety Bond (5%) (Php)	Cost/Price of Bid Document s (cash payment only) (Php)
Lot 1	Office Supplies	302,370.00	GAA 2018 Corn Program	6,047.40	15,118.50	500.00
Lot 2	Other Supplies	186,300.00		3,726.00	9,315.00	500.00
Lot 3	Computer Accessories	49,636.00		992.72	2,481.80	500.00
Lot 4	Furniture & Fixtures and Other Office Equipment	176,605.00		3,532.10	8,830.25	500.00
Lot 5	Agricultural Inputs	274,770.00		5,495.40	13,738.50	500.00
	TOTAL	989,681.00				

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

The Department of Agriculture Regional Field Office No. 5 now invites bids for the items stated:

No.	Description	QTY	Unit Price	Location of Project	Specifications	Delivery of the Goods
Lot 1-Office Supplies	Book Paper	125 reams	210.00	Regional Office	Short, S-20	30 Calendar Days
	Mimeo Paper	6 reams	170.00		Short	
	Laid Paper	1 box	950.00		Long	
	Laid Paper	1 box	850.00		Short, Soft Green	
	Onion Skin	6 reams	160.00		Long	
	RER	3 pads	68.00		White	
	Yellow Pad	2 pads	20.00			
	Fax Paper	8 pcs.	75.00			
	Columnar Pad	3 pcs.	60.00		14 Columns	
	Manila Paper	20 pcs.	3.50			
	Record Book	8 pcs.	38.00		150 pages	
	Frame Holder	20 pcs.	58.00			
	Envelope	220 pcs.	8.50		Plastic, Long	
	Envelope	150 pcs.	7.50		Plastic, Short	
	Envelope	5 pcs.	169.00		Filing w/ Compartments, Long, Accordion	
	Folder	36 pcs.	12.50		Plastic, Long	
	Ballpen	107 pcs.	5.00		Assorted, Ordinary, Black/Blue	
	Ballpen	20 box	168.00		0.5mm, Super Smooth, Black/Blue, 12's	
	Signpen	192 pcs.	300.00		0.5, Black and Blue 12's	
	Signpen	12 pcs.	28.00		0.3 mm	
	Ink Refill	12 pcs.	45.00		for sign pen, black & blue	
	Correction Pen	60 pcs.	50.00			
	Duct Tape	3 pcs.	85.00		2"	
	Push Pin	10 box	30.00			
	Glue Stick	125 pcs.	8.00		Big	
	Eraser	10 pcs.	38.00		Big	
	Stamp Pad	2 pcs.	68.00		Black	
	Stamp Pad Ink	4 btls.	50.00		Black	
	Fine Cartridge Ink	100 pcs.	810.00		Canon, Black, PG-88	
	Fine Cartridge Ink	100 pcs.	990.00		Canon, Black, PG-98	
	Toner	3 pcs.	5,950.00		Konika, Minolta PP1390	
	Lot 2-Other Supplies	Keyboard	1 pc.		490.00	
Flashdrive		6 pcs.	300.00	8 GB		
Molar Box		20 pcs.	495.00	with Cover		
Storage Box		5 pcs.	895.00	Big		
Extension Wire		5 pcs.	800.00	5 gang		
Glue Gun		2 pcs.	795.00	Big		
Document Bag/Laptop Bag		2 pcs.	1,500.00			
Pen Holder/Organizer		8 pcs.	650.00			
Stapler		2 pcs.	325.00	with Remover, Heavy Duty		
Wall Clock		2 pcs.	650.00			

DA Seal	1 unit	7,000.00	
Mirror	1 pc.	800.00	Full Length
Plastic Cover	2 rolls	2,985.00	#26
Dishwashing Paste	2 pcs.	35.00	2 pcs.
Dishwashing Liquid	35 btls.	284.00	500 ml.
Toilet Soap	20 pcs.	55.00	Large
Floor Mat	12 pcs.	150.00	Cloth, Round
Floor Mat	10 pcs.	40.00	Ordinary
Toilet Brush	7 pcs.	68.00	Big
Feather Duster	4 pcs.	75.00	
Toilet Deodorizer	1 pc.	68.00	
Liquid Tile Cleaner	12 btls	38.00	
Placemet	10 pcs.	45.00	
Grasscutter Blade	4 sheets	495.00	
Table Cloth	1 pc.	250.00	
Bulb	3 pcs.	35.00	Ordinary
Padlock	3 pcs.	695.00	
Door Knob	3 pcs.	1,350.00	
Fluorescent	6 sets	500.00	With Complete Accessories, 20 watts
Fork and Spoon	4 dozen	240.00	
Drinking Glass	2 dozen	540.00	
Cup and Saucer	1 dozen	840.00	
Plate	2 dozen	540.00	Big
Rice Cooker	2 units	750.00	
Oven Toaster	1 unit	1,200.00	
Coffee Maker	1 unit	1,180.00	
Single Burner	1 unit	1,800.00	Electric
Kettle	1 unit	750.00	Electric
Exhaust Fan	2 units	2,500.00	14"
Facial Mask	20 pcs.	39.00	
Polythelene Plastic Bag	50 pcs.	20.00	20x30
Surgical Face Mask	2 box	711.00	
Sando Bag	2 packs	138.00	XL
Sando Bag	2 packs	138.00	Large
Sando Bag	2 packs	138.00	Medium
Plastic Food Keeper	90 pcs.	125.00	
Spatula	12 pcs.	100.00	Wooden
Slipper	12 pcs.	50.00	For Laboratory
Grain Pro Bag	60 pcs.	150.00	
Laboratory Gown	10 pcs.	250.00	Shirt Only
Nylon Net	1 roll	4,000.00	Fine, White
Laboratory Faucet	4 pcs.	2,500.00	
Laboratory Mask	30 pcs.	35.00	Washable
Plastic	10 pcs.	15.00	2 kl. Cap for Corn Sample, 10's
Dust Mask	3 box	800.00	With Earlobe, 3 ply-50's
Neoprene/Nitrile Gloves	2 box	800.00	
Pipet Tip	3 packs	3,900.00	100ul, 1,000,s

	Polythelene Plastic Pots	50 pcs.	170.00		
	Flower Pot	2 pcs.	500.00		Clay, Big
	Raincoat	12 pcs.	350.00		Poncho-Type
	Little/giant Water Pump	2 pcs.	650.00		
	Garden Hose	2 pcs.	60.00		3 meters
	Bolo	1 pc.			Small
	Angle Valve	4 pcs.	80.00		Emergency Light Support
	Circuit Breaker	2 pcs.	350.00		
	Angle Bar	10 pcs.	85.00		For Emergency Light Support
	Welding Rod	12 pcs.	20.00		
	Silicon Sealant	1 tube	130.00		
	Outlet	3 pcs.	25.00		
	Plug	5 pcs.	15.00		
	Plywood	1 pc.	395.00		¼, Pref. Marine
	Cotton	10 packs	60.00		Big
	Microwaveable Container	100 pcs.	15.00		Rectangle, 1 Liter
	Honey Sue Bee	12 btls.	500.00		
	Microwaveable Container	113 pcs.	10.00		Round, No. 10
	Bluetooth Speaker	5 pcs.	2,500.00		
Lot 3- Computer Accessories	Printer	3 units	5,100.00		Print speed: up to 18 ppm, A4 ¹ , USB connectivity, 150-sheet input tray, 100-sheet output bin, 2 LEDs
	Printer	2 units	10,000.00		High-yield ink bottles Print speed up to 33ppm (9.2ipm) Print resolution up to 5760 dpi x 1440 dpi
	USB Hub	2 pcs.	1,378.00		8 Ports
	Anti-Virus	4 pcs.	2,895.00		5 users, 2017
Lot 4- Furniture & Fixtures and Other Office Equipment	Office Table	4 pcs.	14,800.00		7 drawers, 60x140, with glass pad, wooden
	Chairs	4 pcs.	4,320.00		Heavy duty with wheels, metal base
	Vacuum Cleaner	5 liters	10,000.00		
	Hand Dryer	1 unit	1,200.00		
	Mini Vacuum	1 unit	2,500.00		
	Refrigerator	1 unit	11,000.00		5.6 cu. Ft.
	Photocopier	1 unit	75,425.00		Up to 18 pages A4 and 8 pages A3 per minute, Standard print and colour scan functionality, ID card copy function, 600 dpi laser technology with 256-greyscale copying for crisp text and realistic photos, Optional duplex unit for cost-

					saving double-sided printing, Optional 50-sheet reversing document processor, Standard paper capacity of 400 sheets (expandable to 1,300 sheets), Long-life components for exceptional efficiency and reliability, with document feeder	
Lot 5-Agri. Inputs	Organic Fertilizer	20 bags	350.00		Bio-Organic	
	Urea	56 bags	1,060.00			
	Complete Fertilizer	63 bags	1,120.00		14-14-14	
	Herbicide	4 btls.	950.00			
	Insecticide	5 bags	1,620.00			
	Insecticide	12 liters	1,020.00			
	Extraction Kit	10 box	2,000.00			
	Chicken Dung	67 bags	160.00			
	Moriate of Potash	20 bags	1,390.00			
	Insecticide	10 liters	450.00			
	Fungicide	12 vial	125.00			
	Ammonium Phosphate	20 bags	1,040.00			
	Herbicide	32 liters	750.00			
	Herbicide	6 liters	520.00			
	Insecticide	5 grams	150.00			
	Foliar Fertilizer	2 liters	260.00			

2. The **Department of Agriculture Regional Field Office No. 5** now invites bids for **Supply and Delivery of Office Supplies, Various Computer Accessories, Furniture and Fixtures, Office Equipment and Agricultural Supplies under 2018 Corn Program**. Delivery of the Goods is required within **Thirty (30) Calendar Days upon receipt of the Notice to Proceed (NTP)**. 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 12 to October 30, 2018 (5:00 PM)** 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 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 Conference² on *October 19, 2018 at 9:30 in the morning* at *DA RFO-5 Library Research Building, San Agustin, Pili, Cam. 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 31, 2018 at 9:00 in the morning*. 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 31, 2018 at 9:30 in the morning* at *DA Library, Department of Agriculture Regional Field Office No. 5, Sa 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
Chief, RAED / Head, BAC Secretariat
Department of Agriculture, Regional Field Office No. 5
San Agustin, Pili, Camarines Sur 4418
Tel. No. (054) 477-3356

October 10, 2018

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