



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

Supply & delivery of (Lot 1) Office Supplies; (Lot 2) T-shirts; (Lot 3) Various Fertilizers and (Lot 4) Assorted Garden Tools for use at 50 sites FFS on Palaycheck System for C/Y 2019

- 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 Five Hundred One Thousand Seven Hundred Fifty Pesos (₱ 1,501,750.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for:

No.	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)
Lot 1	Various Office Supplies	318,000.00	RICE 2018	6,360.00	15,900.00	500.00
Lot 2	T-Shirts	467,500.00		9,350.00	23,375.00	500.00
Lot 3	Various Fertilizers	268,750.00		5,375.00	13,437.50	500.00
Lot 4	Assorted Garden Tools	447,500.00		8,950.00	22,375.00	500.00
	<b>TOTAL</b>	<b>P 1,501,750.00</b>		<b>Php30,035.00</b>	<b>Php75,087.50</b>	<b>2,000.00</b>

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

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

Description	Location of Project	Specifications		QTY		Duration
(lot 1) Office Supplies	Bicol Region	<b>Particulars</b>	<b>Unit Price</b>			45 days
		Notebook (80 leaves)	50.00	1750	pc	
		Ballpen (black)	10.00	1750	pc	
		Manila paper	5.00	2500	pc	
		Masking tape (1 inch)	35.00	250	pc	
		Pentel pen (black)	35.00	600	pc	

		refill ink (black)	150.00	100	bot	
		pencil (No. 2)	10.00	1750	pc	
		yellow pad	20.00	100	pad	
		Big magnifying glass (Straight-Shank Plastic 75mm Diameter (BLACK))	75.00	250	pc	
		meter stick	30.00	250	pc	
		Record Book (200 pages)	150.00	50	pc	
		scissors (HD, big)	120.00	250	pc	
		ID holder w/ strap	30.00	1750	pc	
		Tarpaulin	150.00	50	pc	
		crayons (16's)	50.00	250	pc	
(lot 2) T-shirts	Bicol Region	Roundneck tshirt (White with blue piping)	250.00	1750	pc	45 days
		Polo shirt (Blue)	300.00	100	pc	
(lot 3) Various Fertilizer	Bicol Region	Complete fertilizer (14-14-14)	1,300.00	100	bag	45 days
		Muriate of potash (0-0-60)	1,500.00	12.5	bag	
		Urea (46-0-0)	1,000.00	50	bag	
		Organic fertilizer	350.00	200	bag	
(lot 4) Assorted Garden Tools	Bicol Region	Hoe ( HD)	400.00	100	pcs	45 days
		Shovel (HD, Metal w/ rubber grip)	500.00	100	pcs	
		Rake (HD, Metal w/rubber grip)	400.00	100	pcs	
		Plastic sprinkler ( 3 gallons capacity)	250.00	100	pcs	
		Bolo w/ scabbard	300.00	100	pcs	
		Knapsack sprayer (HD, Metal)	2,000.00	100	pcs	
		insect net	250.00	250	pc	

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.

- 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 *November 21, 2018 –December 10, 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 *November 28, 2018; 9:30AM* 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 *December 10, 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 *December 10, 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

November 19, 2018, San Agustin, Pili, Camarines Sur

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