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**REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE & OTHER SUPPLIES AND EQUIPMENT FOR USE AT RECORDS UNIT, HRMS, BUDGET SECTION, BODEGA, GUARDHOUSE, HVCDP AND OFFICE OF THE RTD FOR RESEARCH AND REGULATIONS AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED EIGHTY ONE THOUSAND TWO HUNDRED NINETY NINE PESOS AND FORTY CENTAVOS (PHP481,299.40) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR.**

The Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete proposal for supply and delivery of office & Other supplies and equipment for use at Records unit, HRMS, Budget Section, Bodega, Guardhouse, HVCDP and Office of the RTD for Research and Regulations. The agency intends to apply the amount of Four Hundred Eighty One Thousand Two Hundred Ninety Nine Pesos and Forty Centavos (PHP481,299.40) as the Approved Budget for the Contract. **PARTIAL BID IS ALLOWED**

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Small Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such, **3GX COMPUTER AND IT SOLUTIONS TECHNOSHOP**, Elias Angeles St., Naga City; **BONING'S TRADING**, Gen. Luna St., Naga City; **BITSTOP BICOL SALES CENTER**, J. Hernandez Avenue, Naga City; **PHILCOPY CORPORATION**, Magsaysay Ave., Naga City; **RFK GENERAL MERCHANDISE**, San Vicente Pili, Camarines Sur, **PONG'S FURNITURE**, Concepcion Grande, Naga City and any other interested/qualified suppliers are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC Registration
3. PhilGEPS Registration
4. BIR Registration
5. Latest Income or Business Tax Return
6. Omnibus Sworn Statement
7. Picture/Brochure

The bidders are required to pay the non-refundable amount Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate**, otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed quotation must be received by BAC Secretariat, DA RFO 5 not later than **1:30 in the Afternoon of 17 December 2018** at DA-Library, DA RFO 5, Camarines Sur. Opening of quotation will be on the same date and time.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or call BAC Secretariat Office, Tel. No. (054) 477-33-56.

10 December 2018, Pili, Camarines Sur.

**ROSARIO C. SALES**  
Chief, Admin & Finance Division  
BAC Chairperson