



(SVP-8-2021) REQUEST TO SUBMIT PROPOSAL FOR THE CONSULTING SERVICES FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) FOR THE DEPARTMENT OF AGRICULTURE RFO 5 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED THOUSAND PESOS (Php400,000.00) 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 contractors to submit complete bid quotation for the ff:

QTY	PARTICULARS	UNIT COST	TOTAL COST	PLACE OF DELIVERY	DELIVERY PERIOD
1 Unit	Procurement of Consulting Services for ISO 9001:2015 Quality Management System Components: <ul style="list-style-type: none"> • Training of DA Personnel • Conduct of Gap Assessment • Conduct of Training of Internal Auditors • Prepare/Assist in the documentation requirement • Facilitate implementation of the system • Conduct of internal audit • Submit pre-assessment and post-assessment audit report • Award the certificate of Completion as to Readiness of the agency for the 3rd party certifying body 	400,000.00	400,000.00	Department of Agriculture San Agustin, Pili, Camarines Sur	Six (6) months
TOTAL			400,000.00		

The agency intends to apply the amount of **FOUR HUNDRED THOUSAND PESOS (Php400,000.00)** as the Approved Budget for the Contract. **Partial bid is NOT 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, **any interested consultants** are hereby requested to submit the following documents together with their proposal:

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. 2019 Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration





Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No.5
San Agustin, Pili, Camarines Sur, 4418
<http://bicol.da.gov.ph>

The bidders are required to pay a non-refundable amount of Five Hundred Pesos (Php500.00) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, all copies must be marked with ear tabs on the side-end to identify the page components and shall be properly addressed to the DA Bids and Awards Committee (BAC)**, otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed proposal must be received by BAC Secretariat, DA RFO 5 not later than **9:30 in the morning of 22 February 2021** at the 3rd Floor, Training Hall, Operations Bldg., DA RFO-V, Pili, 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, Legal Office, Tel. No. (054) 477-33-56.

February 15, 2020 Pili, Camarines Sur.

(signed)

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson

A food-secure Philippines

with prosperous farmers and fisherfolk



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

BID FORM
(CONSULTING - SVP)

Department of Agriculture
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

Bids and Awards Committee

Gentlemen/Ladies:

Having examined the issued **REQUEST FOR PROPOSAL (RFP)**, the receipt of which is hereby duly acknowledge, we the undersigned offer to render and deliver the services requisitioned in conformity with the conditions in the total amount of

_____)
(Php_____)

Accompanying this Bid Form is our proposal containing the services to be rendered with the corresponding scope of work and price.

We undertake, if our proposal is duly accepted, to render the services in accordance with the terms and conditions set forth in the RFP.

Until a contract is prepared and executed, this proposal, together with your acceptance thereof through Notice of Award shall be binding upon us.

We understand that you are not bound to accept the lowest of any bid that you may receive.

We certify that we complied with the requirements as specified under RA 9184 and its IRR and the conditions in the RFP.

Dated this _____ day of _____ 2021.

(Name and Signature of Bidder or Authorized Representative)

Address, Telephone No. and Email Address

Date of Opening of Proposal

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]