



REQUEST TO SUBMIT PROPOSAL FOR (LOT 1) CATERING SERVICES AND (LOT 2) TRAINING SUPPLIES AND TARPAULIN DURING THE CONDUCT OF TRAINING ON URBAN/CONTAINER GARDENING FOR SENIOR CITIZENS AND PWD'S AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SIXTY TWO THOUSAND EIGHT HUNDRED TWENTY FIVE PESOS (62,875.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Particulars	Activity / Date	Unit Cost	ABC
<u>Lot 1- Catering Services</u>			
25 pax - Meals 1 Snacks, 1 Lunch for 3 activities	March 19,2021	₱ 265.00/pax/day	₱ 6,625.00
	May 14, 2021	265.00/pax/day	6,625.00
	July 16,2021	265.00/pax/day	6,625.00
Total (Lot 1)			₱ 19,875.00
<u>Lot 2- Training Supplies and Tarpaulin</u>			
100 pcs Notebook 40's		₱ 13.50	1,350.00
5 reams Book paper, Long, S-20		220.00	1,100.00
5 reams Book paper, Short, S-20		200.00	1,100.00
5 reams Book paper, A4		210.00	1,050.00
100 pcs Ballpen, Ordinary, black		5.00	500.00
50 pcs Ballpen, Ordinary, blue		5.00	250.00
30 pcs Sign pen, black		25.00	750.00
30 pcs Sign pen, blue		25.00	750.00
20 pcs Certificate holder, long		55.00	1,100.00
20 box Pencil		78.00	1,560.00
20 pcs Permanent marker, broad, black		38.00	760.00
20 pcs Permanent marker, broad, blue		38.00	760.00
20 pcs High lighten pen, assorted		35.00	700.00
30 pcs Folder, ordinary, long		4.50	135.00
30 pcs Folder, expanding, long		13.00	390.00
5 doz Envelope, expanding, long		156.00	780.00
1 box Laid paper, short		895.00	895.00
1 box Laid paper, long		950.00	950.00
3 pcs Stapler, big		325.00	975.00
20 box stapler wire #35		30.00	600.00
3 pcs Scissors, HD		68.00	204.00
1 pc Sharpener, HD		380.00	380.00
3 box Paper clip, small		10.00	30.00
10 box Binder clip, black, small		20.00	200.00
10 box Binder clip, black, medium		50.00	500.00
5 box Binder clip, black, big		65.00	325.00
10 box Paper fastener, metal		45.00	450.00





10	pad	Post it note (3x3")	35.00	350.00
5	pad	Post it note (3x3") rainbow	109.00	545.00
5	pad	Post/stick-on note (0.5"x1.7"x4.3 cm)	35.00	175.00
2	pc	Masking tape 2'	70.00	140.00
2	pc	Scotch tape 2'	50.00	100.00
2	pc	Scotch tape 1'	25.00	50.00
2	pc	Double sided tape 1'	48.00	96.00
2	pc	Glue,240 ml	105.00	210.00
10	pc	Cutter, hand, big	35.00	350.00
20	pc	Correction tape (big)	35.00	700.00
20	box	Disposable face mask	250.00	5,000.00
20	bot	Antibacterial handwash liquid soap,1000ml	190.00	3,800.00
75	bot	Hand sanitizer gel,100ml	55.00	4,125.00
20	doz	Tissue paper, 2ply	186.00	3,720.00
20	bot	Alcohol, 500ml	85.00	1,700.00
1	pc	Molar box with cover	495.00	495.00
3	pcs	Tarpaulin (4x8 ft)	1,000.00	3,000.00
Total lot 2			₱ 43,000.00	
GRAND TOTAL			₱ 62,875.00	

The agency intends to apply the amount of Sixty Two Thousand Eight Hundred Seventy Five Pesos (₱ 62, 875.00) as the Approved Budget for the Contract.

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, for (Lot 1) **CAMARINES SUR MULTI-PURPOSE COOPERATIVE**, Cadlan, Pili, Cam. Sur, **JEANINE'S EATERY**, San Agustin, Pili, Camarines Sur, **MAF COOP**, San Agustin, Pili, Camarines Sur and (Lot 2) **BONING'S TRADING**, Naga City, **RFK GENERAL MERCHANDISE**, Pili, Cam. Sur, **ALLAN JUSTINE GENERAL MDSE.**, Naga City and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Menu (see attached preferred menu for lot 1)
8. Pictures (pls. attach for lot 2)

The bidders are required to pay Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, marked with index/ear tabs or side-end tabs to identify the page components, and addressed to the BAC Chairperson; otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.**

Sealed Bid must be received by BAC Secretariat; DA RFO 5 not later than 10:00 in the morning of 05 March 2021 at 3rd Floor Training Hall, Operations Building, DA RFO-V, Pili, Camarines Sur. Opening of proposal 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.

26 February 2021, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
Chairperson, Bids and Awards Committee=
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Omnibus Sworn Statement

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:

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]*;

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);]*;

[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;

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;

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

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

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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;

[Name of Bidder] complies with existing labor laws and standards; and

[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

Carefully examine all of the Bidding Documents;

Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

[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.

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

Bidder's Representative/Authorized Signatory



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

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of _____ 20____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

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BID FORM (GOODS)

DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

The Bids and Awards Committee

Gentlemen/ Ladies:

Having examined the bidding documents, the receipts of which is hereby duly acknowledge we the undersigned offer to supply/ deliver the goods requisitioned in Conformity with the said bid documents for the total amount of _____.
(P _____)

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items is specified quantity and unit price.

We undertake, if our Bid is duly accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by our Bid for the Bid validity period as set by the procuring entity but not exceeding one hundred twenty (120) calendar days from the date of the bids opening.

Until a formal contract is prepared and executed, this bid, together with your acceptance thereof thru Notice of Award, subject to all other Bid documents, 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 eligibility requirements as specified under RA 9184 and its IRR and the Bidding documents.

Dated this _____ day of _____ 2021.

(Name and Signature of Bidder or
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

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For Goods Offered From Within the Philippines

Name of the Project: SUPPLY AND DELIVERY OF (LOT 1) CATERING SERVICES AND (LOT 2) TRAINING SUPPLIES AND TARPAULIN DURING THE CONDUCT OF TRAINING ON URBAN/CONTAINER GARDENING FOR SENIOR CITIZENS AND PWD'S.

Name of Bidder _____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Lot 1- CATERING SERVICES 25 pax - Meals 1 Snacks, 1 Lunch for 3 activities								
TOTAL - Lot 1									₱

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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2	Lot 2- (LOT 2) TRAINING SUPLLIES AND TARPAULIN							
	Notebook 40's		100 pcs					
	Book paper, Long, S-20		5 reams					
	Book paper, Short, S-20		5 reams					
	Book paper, A4		5 reams					
	Ballpen, Ordinary, black		100 pcs					
	Ballpen, Ordinary, blue		50 pcs					
	Sign pen, black		30 pcs					
	Sign pen, blue		30 pcs					
	Certificate holder, long		20 pcs					
	Pencil		20 box					
	Permanent marker, broad, black		20 pcs					
	Permanent marker, broad, blue		20 pcs					
	High lighten pen, assorted		20 pcs					
	Folder, ordinary, long		30 pcs					
	Folder, expanding, long		30 pcs					
	Envelope, expanding, long		5 doz					
	Laid paper, short		1 box					
	Laid paper, long		1 box					
	Stapler, big		3 pcs					
	stapler wire #35		20 box					
	Scissors, HD		3 pcs					
	Sharpener, HD		1 pc					
Paper clip, small		3 box						
Binder clip, black, small		10box						
Binder clip, black, medium		10 box						
Binder clip, black, big		5 box						
Paper fastener, metal		10 box						

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Post it note (3x3")		10 pad							
Post it note (3x3") rainbow		5 pad							
Post/stick-on note (0.5"x1.7"x4.3 cm)		5 pad							
Masking tape 2'		2 pc							
Scotch tape 2'		2 pc							
Scotch tape 1'		2 pc							
Double sided tape 1'		2 pc							
Glue,240 ml		2 pc							
Cutter, hand, big		10 pc							
Correction tape (big)		20 pc							
Disposable face mask		20 box							
Antibacterial handwash liquid soap,1000ml		20 bot							
Hand sanitizer gel,100ml		75 bot							
Tissue paper, 2ply		20 doz							
Alcohol, 500ml		20 bot							
Molar box with cover		1 pc							
Tarpaulin (4x8 ft)		3 pcs							
TOTAL - Lot 2									₱

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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