



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

**(SVP-4KS-03-2020) REQUEST TO SUBMIT PROPOSAL SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF 4KS PROGRAM 2020 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED THOUSAND PESOS (PHP300,000.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Particulars			Unit price	Total Price
8	boxes	Ballpen, 0.5mm black	155.00	1,240.00
12	boxes	Ballpen, 0.5mm blue	155.00	1,860.00
10	boxes	Ballpen, 12's BLUE	60.00	600.00
8	boxes	Binder Clip, Small	102.00	816.00
8	boxes	Binder Clip, Medium	126.00	1,008.00
8	boxes	Binder Clip, Large	162.00	1,296.00
20	Pack	Board Paper, Long 10's	89.95	1,799.00
20	Pack	Board Paper, Short 10's	69.95	1,399.00
40	boxes	Bookpaper, Long S-20,5's	1,250.00	50,000.00
20	boxes	Bookpaper, Short S-20,5's	1,150.00	23,000.00
30	boxes	Bookpaper, A4 S-20,5's	1,250.00	37,500.00
20	Ream	Bookpaper, A3 S-20	995.00	19,900.00
20	pcs.	Calculator, Ord.	595.00	11,900.00
5	Doz	Cartolina - White	78.00	390.00
5	Doz	Cartolina - Assorted	80.00	400.00
45	Pack	Certificate Paper; Laid Paper; Specialty Paper 200gsm board thick (10 sheets per pack)	150.00	6,750.00
20	pcs.	Clear Book, 60 Pockets, Long	120.00	2,400.00
20	pcs.	Clear Book, 60 Pockets, Short	98.00	1,960.00
30	pcs.	Cloth Envelope, Long	68.00	2,040.00
10	Pack	Colored Paper, Neon, 250's, Assorted Col.	295.00	2,950.00
15	pcs.	Cord Holder, Soft A4	28.00	420.00
8	pcs.	Corkboard, 17in x 23in	700.00	5,600.00
30	pcs.	Correction Tape	35.00	1,050.00
50	pcs.	Envelope, Accordion, Long, Asst. Color	189.00	9,450.00
77	pcs.	Envelope, Brown, Short	2.00	154.00
200	pcs.	Envelope, Brown, Long	2.50	500.00
50	pcs.	Envelope, Cloth With Handle, Short	68.00	3,400.00
50	pcs.	Envelope, Cloth With Handle, Long	78.00	3,900.00
6	boxes	Envelope, Mailing, White, Long	399.00	2,394.00
6	Doz	Envelope, Mailing, White, Long	144.00	864.00
6	Doz	Envelope, Expanding, Long	156.00	936.00
6	Doz	Envelope, Expanding, Short	144.00	864.00
50	pcs.	Envelope, Expanding, Plastic, Long	78.00	3,900.00
50	pcs.	Envelope, Expanding, Plastic, Short	68.00	3,400.00
50	pcs.	Envelope, Plastic, Ordinary, Long	14.50	725.00
50	pcs.	Envelope, Plastic, Ordinary, Short	12.50	625.00
20	Doz	Folder, Brown, Short	72.00	1,440.00
20	Doz	Folder, Brown, Long	76.00	1,520.00



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10	pcs.	Illustration Board, 1 Whole	48.00	480.00
10	pcs.	Illustration Board, Half	25.00	250.00
30	pcs.	Manila Paper	6.00	180.00
1	pcs.	Meter Tape, Plastic, 100 Meters	895.40	895.40
2	pcs.	Meter Tape, 7 Meters	495.00	990.00
100	pcs.	Notebook, 50lvs. 216mm X 280mm (soft bound; non-wired)	85.00	8,500.00
100	pcs.	Notebook, 60lvs. 6.5X8.4 (soft bound; non-wired)	55.00	5,500.00
20	boxes	Paper Clip, Big	29.95	599.00
10	boxes	Paper Clip, Small	9.50	95.00
15	boxes	Paper Fastener 7cm 2in 50s (ordinary; plastic)	35.00	525.00
10	Pc	Pencil Sharpener	380.00	3,800.00
30	Box	Pencil	78.00	2,340.00
20	Pc	Permanent Marker, Black, Fine	38.00	760.00
20	Pc	Permanent Marker, Blue, Fine	38.00	760.00
30	Pc	Permanent Marker, Blue , Broad	38.00	1,140.00
30	Pc	Permanent Marker, Black, Broad	38.00	1,140.00
10	Pack	Photo Paper, 20pcs/Sheet	150.00	1,500.00
10	Pack	Photopaper Premium High Glossy, A4	120.00	1,200.00
10	Pad	Post It Note, 3 X 4	28.00	280.00
10	Pad	Post It Note, 3 X 3, Rainbow	109.00	1,090.00
10	Pad	Post It Note, 3 X 3, With Lines	18.00	180.00
10	Pad	Post It Note, 3 X 5	84.00	840.00
8	Box	Push Pin	29.95	239.60
10	Pc	Record Book, 200lvs	48.00	480.00
10	Pc	Record Book, 150lvs	68.00	680.00
3	Box	Rubber Bond, Big	185.00	555.00
10	Doz	Rubber Band, No.18	198.00	1,980.00
10	Pc	Ruler, 1ft, Plastic	9.50	95.00
5	Pc	Scissor, Big (stainless; plastic handle)	68.00	340.00
10	Pc	Scissor, Medium (stainless; plastic handle)	120.00	1,200.00
40	Pc	Sign Pen With Gel pt. 0.5 - black	80.00	3,200.00
100	Pc	Sign Pen With Gel pt. 0.5 - blue	80.00	8,000.00
70	Pc	Sign Pen, V10 Grip	89.00	6,230.00
30	Pc	Highlighter (Assorted)	38.00	1,140.00
10	Box	Staple Wire No.35	60.00	600.00
5	Pc	Stapler No.35 with staple wire remover	300.00	1,500.00
50	Pack	Sticker Paper	38.00	1,900.00
10	Pc	Tape, Double-Sided, 1'	48.00	480.00
10	Pc	Tape, Double-Sided, 2'	85.00	850.00
4	Pc	Tape, Duct 2'	150.00	600.00
6	Pc	Tape, Masking , 1'	35.00	210.00
6	Pc	Tape, Masking , 2'	78.00	468.00
6	Pc	Tape, Masking , 3'	105.00	630.00
6	Pc	Tape, Packing , 1'	28.00	168.00
4	Pc	Tape, Packing , 2'	38.00	152.00
5	Pc	Tape, Packing , 3'	70.00	350.00
6	Pc	Tape, Scotch , 1'	25.00	150.00
7	Pc	Tape, Scotch , 2'	50.00	350.00
6	Pc	Tape, Scotch , 3'	98.00	588.00
5	Box	Push Pins (Assorted Color: 100s)	50.00	250.00



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*Page 2 of RFP- SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF 4KS PROGRAM 2020*

for use in the implementation of 4ks program 2020. The agency intends to apply the amount of THREE HUNDRED THOUSAND PESOS (PHP300,000.00) 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, **ERIVAN GENERAL MERCHANDISE** Naga City, **RFK GEN. MDSE**, Pili, Camarines Sur; **and J-ONE TRADING**, Pili, Camarines Sur and all interested suppliers/bidders are hereby requested to submit the following documents:

Are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement (Revised)
6. BIR Registration
7. Pictures of product being offered

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 and marked with index/ear tabs or side-end tabs to identify the page components, 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 1:30 in the afternoon of 22 March 2021 at 3<sup>rd</sup> 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.

12 March 2021, Pili, Camarines Sur.

**LUZ R. MARCELINO**  
RTD for Operations  
Chairperson, Bids and Awards Committee



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**Omnibus Sworn Statement (Revised)**  
**[shall be submitted with the Bid]**  
*with prosperous farmers and fisherfolk*



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;**

Z

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;



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*[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]*



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*GPPB Resolution No. 16-2020, dated 16 September 2020*

**BID FORM  
(GOODS)**

DEPARTMENT OF AGRICULTURE  
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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)