



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

**REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES TO USED AT PMED OFFICE UNDER STO-ICT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED THIRTY THOUSAND ONE HUNDRED EIGHTY-SEVEN PESOS ONLY (Php730,187.00) 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. 751,5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

QTY UNIT		Particulars	Unit Cost	Total Co0st
		ITEM DESCRIPTION		
		<b>ICT OFFICE SUPPLIES EXPENSES</b>		
7	Unit	USB-OTG 32gb	800.00/unit	5,600.00
9	Unit	USB, 32gb	250.00/unit	2,250.00
6	Unit	Multi-Function USB Hub w/ Card Reader	700.00/unit	4,200.00
7	Unit	Hard Disk, 1TB external	3,200.00/unit	22,400.00
15	Bot	Ink BT 5000 Magenta	450.00/bottle	6,750.00
15	Bot	Ink BT 5000 Yellow	450.00/bottle	6,750.00
15	Bot	Ink BT 5000 Cyan	450.00/bottle	6,750.00
20	Bot	Ink BT D60 Black	510.00/bottle	10,200.00
10	Bot	Epson Ink T664 Black	400.00/bottle	4,000.00
21	Bot	Epson Ink 003 (Black)	400.00/bottle	8,400.00
2	Pc	Toner (Taskalfa- 1800) TK- 4109	7,800.00/bottle	15,600.00
2	Pc	Toner (Ecosys M4125IDN) TK- 6113	8,900.00/bottle	17,800.00
		<b>OTHER SUPPLIES EXPENSES</b>		
20	Box	Bond Paper, Long	1,300.00/box	26,000.00
20	Box	Bond Paper, Short	1,250.00/box	25,000.00
20	Box	Bond Paper, A4	1,250.00/box	25,000.00
21	Box	Paper Clip,small	25.00/box	525.00
20	Box	Paper Clip,big	35.00/box	700.00
30	Pc	Sticky Note 3"x3" (Assorted Color)	30.00/pc	900.00
30	Pc	Sticky Note 1" x 3" (Assorted Color)	25.00/pc	750.00
12	Box	My Gel Pen (0.5) Black	500.00/box	6,000.00
12	Box	My Gel Pen (0.7) Black	500.00/box	6,000.00
12	Box	My Gel Pen (0.5) Blue	500.00/box	6,000.00
4	Pc	Puncher	180.00/pc	720.00
15	Pc	Scissor (Heavy Duty)	200.00/pc	3,000.00
18	Pc	Paper clip mini drawer organizer	500.00/pc	9,000.00
10	Pc	Stapler, Heavy Duty w/ Remover	150.00/pc	1,500.00
15	Unit	Molar Box	550.00/pc	8,250.00
200	Unit	Molar File with Cover	190.00/pc	38,000.00
10	Pc	Clip Board, Long	100.00/pc	1,000.00
		<b>OTHER SUPPLIES AND MATERIALS EXPENSES</b>		
9	Unit	Extension Wire, 10 meters	750.00/unit	6,750.00
50	Box	KN95 Mask, 50s	800.00/box	40,000.00
150	Box	Disposable Facemask	300.00/box	45,000.00



100	Pc	Face Shield	200.00/pc	20,000.00
5	Pc	PPE set	1,500.00/pc	7,500.00
15	Pc	Rechargable Battery, AAA 4 pcs	1,100.00/pc	16,500.00
15	Pc	Rechargable Battery, AA 4 pcs	1,050.00/pc	15,750.00
5	Pc	AA/ AAA Battery Charger, 8 slots	2,000.00/pc	10,000.00
15	Pc	Air Freshener (Lavander) 320ml	320.00/pc	4,800.00
7	Unit	Humidifier w/ essential oil	1,500.00/unit	10,500.00
60	Bot	Alcohol, 500ml	150.00/bottle	9,000.00
6	Num.	Cork Board with wooden frame, 30cmx40cm	250.00/bottle	1,500.00
24	Pack	Tissue, 3 ply at 12 rolls	350.00/pack	8,400.00
15	Bot	Baygon, 500ml (Orange)	300.00/pc	4,500.00
50	Pc	Alcohol Keychain Spray Bottle, 60ml	30.00/pc	1,500.00
6	Pc	Wooden Pen Holder Desktop Organizer with drawer	500.00/pc	3,000.00
6	pack	Trash Bag, Small 100s Black	120.00/pack	600.00
5	Pack	Trash Bag, Medium 100s Black	180.00/pack	900.00
5	pack	Trash Bag, Large 100s Black	290.00/pack	1,450.00
<b>SEMI-EXPENDABLE OFFICE EQUIPMENT</b>				
2	Unit	Water Dispenser (Top Loading Hot and Cold Water Dispenser, 220v/60Hz, Temperature Selection (Hot or Cold), Soft and Anti-Slip Faucet Handles, )Water Collector for a Mess-Free Environment)	10,000.00/unit	20,000.00
1	Unit	Tower Air Cooler Fan (30" Tower Rotating Fan, 3-Speed settings, Powerful Airflow, Multifunction and Remote Control, 7 Hour Timer, Power off memory function)	4,500.00/unit	4,500.00
<b>SEMI-EXPENDABLE ICT EQUIPMENT</b>				
4	Unit	Printer Wi-Fi Duplex All-in-One Ink Tank Printer Compact Integrated Tank Design Print Speeds up to 10.5ipm for black and 5.0ipm for colour Auto-duplex printing Wi-fi and Wi-Fi Direct Borderless printing up to A4 size Spill-free ink refilling	13,000.00/unit	52,000.00
1	Unit	Mobile Phone (keypad)	1,000.00/unit	1,000.00
8	Unit	Mobile phone	14,999.00/unit	119,992.00
<b>SEMI-EXPENDABLE COMMUNICATION EQUIPMENT</b>				
6	Unit	Voice Recorder (Built in Battery) w/ charger	3,500.00/unit	21,000.00
2	Unit	Speaker	2,500.00/unit	5,000.00
2	Unit	Microphone (wireless)SG-800 Digital Dedicated Professional outdoor microphone Speaker power: 4R 3W Frequency response: 20HZ-20KHZ Bluetooth version: V5.0	3,000.00/unit	6,000.00



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		Bluetooth distance open 50M Microphone sensitivity: 26 dB Microphone frequency response: 100HZ-10KHZ Microphone directivity: 360 degrees Battery capacity: 3.7V 2600mAH Charging time: 4 hours Working temperature: -20~60 degrees Celsius Colour: black		
		<b>MOBILE EXPENSE</b>		
60	Pcs	Cell cards (SMART)	200.00/pc	12,000.00
40	Pcs	Cell cards (SMART)	300.00/pc	12,000.00
			<b>TOTAL</b>	<b>Php730,187.00</b>

For use at PMED Office. The agency intends to apply the amount of **Seven Hundred Thirty Thousand One Hundred Eighty-Seven Pesos Only (Php730,187.00)** 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, **MAGTUR GENERAL MERCHANDISE**, Concepcion, Naga City, **TIGER SUPPLIES & SERVICES**, Magarao, Camarines Sur, **PAULIN GENERAL MERCHANDISE**, Penafancia Ave, 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. Pictures / Brochure
8. Bid Form
9. For Goods Offered within the Philippines

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 **10:00 in the morning of 12 July 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.

**07 July 2021**, Pili, Camarines Sur.

**LUZ R. MARCELINO**  
Chairman, Bids & Awards Committee  
RTD for Operations



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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 \_\_\_\_\_ 2020.

\_\_\_\_\_  
(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 VARIOUS OFFICE SUPPLIES TO USED AT PMED OFFICE UNDER STO-ICT**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXWper 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)
	<b>ICT OFFICE SUPPLIES EXPENSES</b>								
2	USB-OTG 32gb								
2	USB, 32gb								
3	Multi-Function USB Hub w/ Card Reader								
4	Hard Disk, 1TB external								
5	Ink BT 5000 Magenta								
6	Ink BT 5000 Yellow								
7	Ink BT 5000 Cyan								
8	Ink BT D60 Black								
9	Epson Ink T664 Black								
10	Epson Ink 003 (Black)								
11	Toner (Taskalfa- 1800) TK- 4109								
12	Toner (Ecosys M4125IDN) TK- 6113								
	<b>OTHER SUPPLIES EXPENSES</b>								
13	Bond Paper, Long								
14	Bond Paper, Short								
15	Bond Paper, A4								





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16	Paper Clip,small								
17	Paper Clip,big								
18	Sticky Note 3"x3" (Assorted Color)								
19	Sticky Note 1" x 3" (Assorted Color)								
20	My Gel Pen (0.5) Black								
21	My Gel Pen (0.7) Black								
22	My Gel Pen (0.5) Blue								
23	Puncher								
24	Scissor (Heavy Duty)								
25	Paper clip mini drawer organizer								
26	Stapler, Heavy Duty w/ Remover								
27	Molar Box								
28	Molar File with Cover								
29	Clip Board, Long								
	<b>OTHER SUPPLIES AND MATERIALS EXPENSES</b>								
30	Extension Wire, 10 meters								
31	KN95 Mask, 50s								
32	Disposable Facemask								
33	Face Shield								
34	PPE set								
35	Rechargeable Battery, AAA 4 pcs								
36	Rechargeable Battery, AA 4 pcs								





37	AA/ AAA Battery Charger, 8 slots								
38	Air Freshener (Lavander) 320ml								
39	Humidifier w/ essential oil								
40	Alcohol, 500ml								
41	Cork Board with wooden frame, 30cmx40cm								
42	Tissue, 3 ply at 12 rolls								
43	Baygon, 500ml (Orange)								
44	Alcohol Keychain Spray Bottle, 60ml								
45	Wooden Pen Holder Desktop Organizer with drawer								
46	Trash Bag, Small 100s Black								
47	Trash Bag, Medium 100s Black								
48	Trash Bag, Large 100s Black								
49	<b>SEMI-EXPENDABLE OFFICE EQUIPMENT</b>								
50	Water Dispenser (Top Loading Hot and Cold Water Dispenser, 220v/60Hz, Temperature Selection (Hot or Cold), Soft and Anti-Slip Faucet Handles, )Water Collector for a Mess-Free Environment)								
51	Tower Air Cooler Fan (30" Tower Rotating Fan, 3-Speed settings,Powerful Airflow, Multifunction and Remote Control, 7 Hour Timer, Power off memory function)								
52	<b>SEMI-EXPENDABLE ICT EQUIPMENT</b>								
53	Printer								





	Wi-Fi Duplex All-in-One Ink Tank Printer Compact Integrated Tank Design Print Speeds up to 10.5ipm for black and 5.0ipm for colour Auto-duplex printing Wi-fi and Wi-Fi Direct Borderless printing up to A4 size Spill-free ink refilling							
54	Mobile Phone (keypad)							
55	Mobile phone							
56	<b>SEMI-EXPENDABLE COMMUNICATION EQUIPMENT</b>							
57	Voice Recorder (Built in Battery) w/ charger							
58	Speaker							
59	Microphone (wireless)SG-800 Digital Dedicated Professional outdoor microphone Speaker power: 4R 3W Frequency response: 20HZ-20KHZ Bluetooth version: V5.0 Bluetooth distance: open 50M Microphone sensitivity: 26 dB Microphone frequency response: 100HZ- 10KHZ Microphone directivity: 360 degrees Battery capacity: 3.7V 2600mAH Charging time: 4 hours Working temperature: -20~60 degrees Celsius Colour:black							







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	<b>MOBILE EXPENSE</b>								
60	Cell cards (SMART)								
61	Cell cards (SMART)								
	<b>TOTAL</b>								

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 [sig  
 nature]

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

