



REQUEST TO SUBMIT PROPOSAL FOR THE SUPPLY AND DELIVERY OF FOOD AND TRAINING SUPPLIES, MATERIALS AND KITS DURING: LOT 1-A: PREPARATORY TRAINING FOR ISOCERTIFICATION ON SEPT TO DECEMBER 2021 ; LOT 1-B: SEMINAR-WORKSHOP ON COMMUNICATION SKILLS FOCUSES ON THE PREPARATION OF PROPOSAL AND LOT 1-C: FEASIBILITY STUDY AND ORIENTATION PROGRAM FOR HRMPSB MEMBER; LOT 2: TRAINING SUPPLIES, MATERIALS/KITS WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED NINETEN THOUSAND AND NINE HUNDRED FIFTY PESOS (P 319,950.00) 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 suppliers to submit complete bid proposal for the ff:

PARTICULAR	QUANTITY	UNIT PRICE	TOTAL ABC
LOT 1: CATERING SERVICES:			
A:FOOD:2SNACKS/LUNCH-Preparatory Training for Isocertification of Sept-Dec. 2021.	500pax	355.00	177,500.00
B:FOOD:2SNACKS/LUNCH-Orientation Program for HRMP/PSB Member.	30pax	355.00	10,650.00
C: FOOD: 2 SNACKS/LUNCH(2DAYS)Seminar on Communication Skills Focuses on the Preparation of Proposal and Feasibility Study.	30 pax	355.00	<u>21,300.00</u>
TOTAL LOT 1:			<u>P209,450.00</u>
LOT 2:TRAINING SUPPLIES, MATERIALS/KITS:			
BOND PAPER , LONG ,S-20	5RMS	250.00	1,250.00
BOND PAPER , SHORT ,S-20	5RMS	240.00	1,200.00
PLASTIC ENVELOPE	60PC	25.00	1,500.00
BROWN ENVELOPE LONG	60PC	6.00	360.00
SOCTCH TAPE, 1"	2ROLL	35.00	70.00
SOCTCH TAPE, 2"	2ROLL	55.00	110.00
MASKING TAPE 1"	2ROLL	35.00	70.00
MASKING TAPE 2"	2ROLL	70.00	140.00
STAPLER #35, WITH REMOVER	3PC	350.00	1,050.00
CLEAR BOOK, 100PAGES	50BOOK	90.00	4,500.00
NOTEBOOK, 50 LEAVES, GOOD QUALITY	560PC	35.00	19,600.00
BALLPEN, SIGN PEN	56PC0	25.00	14,000.00
PLASTIC ENVELOPE W/ HANDLE	500PC	100.00	50,000.00
FACE MASH	4BOX	100.00	400.00
ALCOHOL, 70%, 60ML	550BLT	25.00	13,750.00
TARPAULINE, 4FT X 6FT	5PCS	500.00	2,500.00
TOTAL LOT 2:			<u>P 110,500.00</u>
GRAND TOTAL 1 AND 2 :			<u>P 319,950.00</u>

As such: **LOT 1: JEANINE'S EATERY** , Pili, Cam. Sur; **MAF COOP**, Pili, Cam. SuR; **CAM. SUR COOP**, Pili, Cam. Sur. ; **LOT 2: RFK GENERAL MERCHANDISE**, Pili, Cam. Sur; **BONING'S TRADING**, Naga City; **RFK GEENERAL MERCHANDISE**, Pili, Cam. Sur; and **BOOKSHOP CENTER INC.**, Naga City:

1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. MENU

The bidders are required to pay Php 500.00 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 10:00am in the morning of August 27, 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 email at bacrfo5@gmail.com. DA-BAC Secretariat Office.

18 August 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]

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

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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]

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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

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Name of Project:

Name of Bidder/Authorized Representative:

1	2	3	4		5	6	7	8	9	10
ITEMS	DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE EXW per ITEMS	TRANSPORTATION AND INSURANCE AND ALL OTHER COST 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, DELIVETRED FINAL DESTINATION (col 9) x (col 4)
	LOT 1: CATERING SERVICES: A:FOOD:2SNACKS/LUNCH- Preparatory Training for Isocertification of Sept-Dec. 2021. B:FOOD:2SNACKS/LUNCH- Orientation Program for HRMP/PSB Member. C: FOOD: 2 SNACKS/LUNCH(2DAYS) Seminar on Communication Skills Focuses on the Preparation of Proposal and Feasibility Study. TOTAL LOT 1: LOT 2:TRAINING SUPPLIES, MATERIALS/KITS: BOND PAPER , LONG ,S-20 BOND PAPER , SHORT ,S-20 PLASTIC ENVELOPE BROWN ENELOPE LONG SOCTCH TAPE, 1" SOCTCH TAPE, 2"		500	pax						
			30	pax						
			30	pax						
			5	RMS						
			5	RMS						
			60	PC						
			60	PC						
			2	ROLL						
			2	ROLL						

MASKING TAPE 1"		2ROLL							
MASKING TAPE 2"		2ROLL							
STAPLER #35, WITH REMOVER		3PC							
CLEAR BOOK, 100PAGES		50BOOK							
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TARPAULINE, 4FT X 6FT		5PCS							
TOTAL LOT 2:									
GRAND TOTAL 1 AND 2 :									

 (Signature)
 Duly authorized to sign Bid for and on behalf of

 (in the capacity of)

