



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

[ITB-90-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING SERVICES FOR USE DURING BAC MEETINGS FOR THE MONTH OF SEPTEMBER – DECEMBER 2021 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED SIXTY-FIVE THOUSAND FIVE HUNDRED PESOS (PHP465,500.00) 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
	September		
35 pax	Am Snack, Lunch, Pm Snack for 8 Meetings	350.00	98,000.00
	October		
35 pax	Am Snack, Lunch, Pm Snack for 10 Meetings	350.00	122,500.00
	November		
35 pax	Am Snack, Lunch, Pm Snack for 10 Meetings	350.00	122,500.00
	December		
35 pax	Am Snack, Lunch, Pm Snack for 10 Meetings	350.00	122,500.00
	GRAND TOTAL		₱465,500.00

The agency intends to apply the amount Four Hundred Sixty-Five Thousand Five Hundred Pesos (Php465,500.00) 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, **JEANINE'S EATERY, San Agustin, Pili Cam. Sur; MAF COOP, Pili, Cam. Sur; CRYSTAL ANGEL CATERING SERVICES, Naga City** and any other interested Bidders are hereby requested to submit the following documents;

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

The bidders are required to pay the non-refundable amount 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 or side-end to identify the page components and shall be properly 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 **1:00 in the afternoon of 23 August 2021** at the 3rd Floor, Training Hall, Operations Bldg., DA RFO-V, Pili, Camarines Sur. Opening of quotation will be on August 23, 2021; 1:30PM.

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.

August 20, 2021 San Agustin, Pili, Camarines Sur.

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 (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

_____.
(PHP _____).

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items in 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 _____ 20____.

(Name & Signature of Bidder or
Authorized Representative)

(Address & telephone No.)

Date of Bidding

SEPTEMBER

DAY 1	DAY 2	DAY 3	DAY 4
Snack AM	Snack AM	Snack AM	Snack AM
Cheesecake Pink Lychee Lemonade	Toasted Siopao Soda in Glass	Mocha Cake Cucumber Lemonade	Banana Cake Blue lemonade
Lunch	Lunch	Lunch	Lunch
Cream of Mushroom Sauteed water spinach with tofu Breaded Porkchop Steamed Rice Fruity Gelatin	Cream of pumpkin Assorted vegetables with bean curd Orange chicken Steamed Rice Mango Tapioca	Nido Soup Fried Vegetable rolls Sweet and Sour fish fillet Steamed Rice Leche Flan	Seafood chowder Braised Tofu with mushroom Grilled Porkchop Steamed Rice Buko Pandan
Snack PM	Snack PM	Snack PM	Snack PM
Baked Mac w/ Toasted bread Coke	Carbonara w/ Toasted bread Coke	Pansit Guisado w/ Turon Pineapple Juice	Spagetti w/ Chiffon Coke
DAY 5	DAY 6	DAY 7	DAY 8
Snack PM	Snack PM	Snack PM	Snack PM
Bihon Guisado Orange Juice	Pancit Malabon Pineapple Juice	Pancit Canton Mango Juice	Pancit Guisado Pandan Juice
Lunch	Lunch	Lunch	Lunch
Cream of corn Assorted vegetables with oyster sauce Breaded Fish Fillet with dip Steamed Rice Fruit Cocktail with almond gel	Egg Drop Soup Buttered Cube vegetables Fried tuna Steamed Rice Cathedral Window	Cream of Mushroom Vegetable casserole Roasted Chicken Steamed Rice Fruits in Season	Chicken Tinola Vegetable Sisig Grilled Liempo Steamed Rice Fruity Leche flan

OCTOBER

DAY 1	DAY 2	DAY 3	DAY 4
Snack AM	Snack AM	Snack AM	Snack AM
Baked Mac w/ Bread Lemon Juice	Burger Apple Juice	Cheesecake Minute Maid	Tuna Sandwich Soda in Can
Lunch	Lunch	Lunch	Lunch
Fish Lumpia Chopsuey, Fried Chicken Steamed Rice Banana Water	Fish Fillet Sinagang Gulay na Laing Steamed Rice Water, Watermelon	Menudo Fried Fish Gulay na Langka Steamed Rice Water Fresh Fruits	Caldereta Mixed Veg Fish Fillet Steamed Rice Water Buko Pandan
Snack PM	Snack PM	Snack PM	Snack PM
Baked Mac w/ Toasted bread Coke	Carbonara w/ Toasted bread Coke	Pansit Guisado w/ Turon Pineapple Juice	Spagetti w/ Chiffon Coke
DAY 5	DAY 6	DAY 7	DAY 8
Snack PM	Snack PM	Snack PM	Snack PM
Bihon Guisado Orange Juice	Pancit Malabon Pineapple Juice	Pancit Canton Mango Juice	Pancit Guisado Pandan Juice
Lunch	Lunch	Lunch	Lunch
Cream of corn Assorted vegetables with oyster sauce Breaded Fish Fillet with dip Steamed Rice Fruit Cocktail with almond gel	Egg Drop Soup Buttered Cube vegetables Fried tuna Steamed Rice Cathedral Window	Cream of Mushroom Vegetable casserole Roasted Chicken Steamed Rice Fruits in Season	Chicken Tinola Vegetable Sisig Grilled Liempo Steamed Rice Fruity Leche flan
DAY 9	DAY 10		
Snack PM	Snack PM		
Lasagna Pineapple juice	Clubhouse Sandwich C2		
Lunch	Lunch		
Chicken Cordon Blue Chopsuey, Lumpia Shanghai Steamed Rice Buko Salad Water	Lechon Kawali w/ Atchara Mixed Veg w/ Quail Egg Buttered Shrimp Steamed Rice Water		

NOVEMBER

DAY 1	DAY 2	DAY 3	DAY 4
Snack AM	Snack AM	Snack AM	Snack AM
Bihon w/ Puto Iced Tea	Empanada Apple Juice	Palabok w/ Kutsinta Minute Maid	Pizza W/ Carbonara Soda in Can
Lunch	Lunch	Lunch	Lunch
Fish Lumpia Chopsuey, Fried Chicken Steamed Rice Banana Water	Fish Fillet Sinagang Gulay na Laing Steamed Rice Water, Watermelon	Menudo Fried Fish Gulay na Langka Steamed Rice Water Fresh Fruits	Caldereta Mixed Veg Fish Fillet Steamed Rice Water Buko Pandan
Snack PM	Snack PM	Snack PM	Snack PM
Baked Mac w/ Toasted bread Coke	Carbonara w/ Toasted bread Coke	Pansit Guisado w/ Turon Pineapple Juice	Spagetti w/ Chiffon Coke
DAY 5	DAY 6	DAY 7	DAY 8
Snack PM	Snack PM	Snack PM	Snack PM
Bihon Guisado Orange Juice	Pancit Malabon Pineapple Juice	Pancit Canton Mango Juice	Pancit Guisado Pandan Juice
Lunch	Lunch	Lunch	Lunch
Cream of corn Assorted vegetables with oyster sauce Breaded Fish Fillet with dip Steamed Rice Fruit Cocktail with almond gel	Egg Drop Soup Buttered Cube vegetables Fried tuna Steamed Rice Cathedral Window	Cream of Mushroom Vegetable casserole Roasted Chicken Steamed Rice Fruits in Season	Chicken Tinola Vegetable Sisig Grilled Liempo Steamed Rice Fruity Leche flan
DAY 9	DAY 10		
Snack PM	Snack PM		
Lasagna Pineapple juice	Clubhouse Sandwich C2		
Lunch	Lunch		
Chicken Cordon Blue Chopsuey, Lumpia Shanghai Steamed Rice Buko Salad Water	Lechon Kawali w/ Atchara Mixed Veg w/ Quail Egg Buttered Shrimp Steamed Rice Water		

DECEMBER

DAY 1	DAY 2	DAY 3	DAY 4
Snack AM	Snack AM	Snack AM	Snack AM
Cheesecake Pink Lychee Lemonade	Toasted Siopao Soda in Glass	Mocha Cake Cucumber Lemonade	Banana Cake Blue lemonade
Lunch	Lunch	Lunch	Lunch
Cream of Mushroom Sauteed water spinach with tofu Breaded Porkchop Steamed Rice Fruity Gelatin	Cream of pumpkin Assorted vegetables with bean curd Orange chicken Steamed Rice Mango Tapioca	Nido Soup Fried Vegetable rolls Sweet and Sour fish fillet Steamed Rice Leche Flan	Seafood chowder Braised Tofu with mushroom Grilled Porkchop Steamed Rice Buko Pandan
Snack PM	Snack PM	Snack PM	Snack PM
Baked Mac w/ Toasted bread Coke	Carbonara w/ Toasted bread Coke	Pansit Guisado w/ Turon Pineapple Juice	Spagetti w/ Chiffon Coke
DAY 5	DAY 6	DAY 7	DAY 8
Snack PM	Snack PM	Snack PM	Snack PM
Bihon Guisado Orange Juice	Pancit Malabon Pineapple Juice	Pancit Canton Mango Juice	Pancit Guisado Pandan Juice
Lunch	Lunch	Lunch	Lunch
Cream of corn Assorted vegetables with oyster sauce Breaded Fish Fillet with dip Steamed Rice Fruit Cocktail with almond gel	Egg Drop Soup Buttered Cube vegetables Fried tuna Steamed Rice Cathedral Window	Cream of Mushroom Vegetable casserole Roasted Chicken Steamed Rice Fruits in Season	Chicken Tinola Vegetable Sisig Grilled Liempo Steamed Rice Fruity Leche flan
DAY 9	DAY 10		
Snack PM	Snack PM		
Lasagna Pineapple juice	Clubhouse Sandwich C2		
Lunch	Lunch		
Chicken Cordon Blue Chopsuey, Lumpia Shanghai Steamed Rice Buko Salad Water	Lechon Kawali w/ Atchara Mixed Veg w/ Quail Egg Buttered Shrimp Steamed Rice Water		

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of Project: *CATERING SERVICES FOR USE DURING BAC MEETINGS FOR THE MONTH OF SEPTEMBER – DECEMBER 2021*

Name of Bidder / Authorized Representative: _____

1	2	3	4	5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QTY	UNIT PRICE EXW per ITEM	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, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	September								
	Am Snack, Lunch, Pm Snack for 8 Meetings		35 pax						
	October								
	Am Snack, Lunch, Pm Snack for 10 Meetings		35 pax						
	November								
	Am Snack, Lunch, Pm Snack for 10 Meetings		35 pax						
	December								
	Am Snack, Lunch, Pm Snack for 10 Meetings		35 pax						
	GRAND TOTAL							₱	

_____ [Signature] _____ [in the capacity of]
Duly authorized to sign Bid for and on behalf of _____

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]