



**Department of Agriculture
Regional Field Office No. 5**
San Agustin, Pili, Camarines Sur

[ITB-93-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE LOT 1 - FOOD AND ACCOMMODATION, LOT 2 – OFFICE SUPPLIES, LOT 3 – ADVOCACY SHIRTS FOR TECHNICAL TRAINING ON BASIC GEOGRAPHIC INFORMATION SYSTEM USING QUANTUM GIS (OPEN SOURCE) FOR AGRICULTURE AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FORTY-NINE THOUSAND EIGHT HUNDRED SEVENTY PESOS (PHP149,870.00) 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
	LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY		
30 pax	Food and Accommodation (Full board Meals) for 2 days	1,500.00	₱ 90,000.00
	LOT 2 – OFFICE SUPPLIES		
30 pcs	Notebook	50.00	1,500.00
30 pcs	Ballpen	15.00	450.00
5 reams	Bond Paper (Legal Size)	300.00	1,500.00
5 packs	Certificate Paper (Linen Pino, Letter Size)	43.00	215.00
1 pc	Epson 003 Black Ink	400.00	400.00
1 pc	Epson 003 Yellow Ink	400.00	400.00
1 pc	Epson 003 Magenta Ink	400.00	400.00
1 pc	Epson 003 Cyan Ink	400.00	400.00
1 pc	Epson 664 Black Ink	400.00	400.00
1 pc	Epson 664 Yellow Ink	400.00	400.00
1 pc	Epson 664 Magenta Ink	400.00	400.00
1 pc	Epson 664 Cyan Ink	400.00	400.00
1 pc	Toshiba (e-studio 2303A) Toner (T-2309c)	4,500.00	4,500.00
30 pcs	On-The-Go USB (OTG USB 64GB)	1,000.00	30,000.00
			₱ 41,365.00
	LOT 3 – ADVOCACY SHIRTS		
30 pcs	Activity Polo Shirts for Participants, 10 pcs Medium, 10 pcs Large, 10 pcs Extra Large Colors: Teal, Steel Gray, White DA Logo: Should be embroidered to the polo shirt left side as indicated in the drawing. *Please see attached picture	616.83	₱ 18,505.00
	GRAND TOTAL		₱149,870.00

The agency intends to apply the amount One Hundred Forty-Nine Thousand Eight Hundred Seventy Pesos (Php149,870.00) as the Approved Budget for the Contract. **Partial Bid is 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, **LOT 1-ROBIEDO INC.; AVENUE PLAZA HOTEL; STARVIEW HOTEL** all in Naga City;

LOT 2 and 3- RFK GENERAL MDSE, Pili Cam. Sur; **ALLAN-JUSTIN GENERAL MERCHANDISE**, Naga City; **CAYEMELLA ENTERPRISE**, 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. Menu for Lot 1 – Food and Accommodation
7. Pictures for LOT 2 & 3



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with prosperous farmers and fisherfolk





Department of Agriculture
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

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 20 September 2021** at the 3rd Floor, Training Hall, Operations Bldg., DA RFO-V, Pili, Camarines Sur. Opening of quotation 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.

September 14, 2021 San Agustin, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson



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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

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

*LOT 1 - FOOD AND ACCOMMODATION, LOT 2 – OFFICE SUPPLIES, LOT 3 – ADVOCACY
SHIRTS FOR TECHNICAL TRAINING ON BASIC GEOGRAPHIC INFORMATION SYSTEM
USING QUANTUM GIS (OPEN SOURCE) FOR AGRICULTURE*

Name of Project:

**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, <i>PER ITEM</i>	SALES AND OTHER TAXES PAYABLE IF CONTRACT IS AWARDED, <i>PER ITEM</i>	COST OF INCIDENTAL SERVICES IF APPLICABLE, <i>PER ITEM</i>	TOTAL PRICE, PER UNIT (col 5+6+7+8)	TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY								
	Food and Accommodation (Full board Meals) for 2 days								P
	LOT 2 – OFFICE SUPPLIES								
	Notebook								
	Ballpen								
	Bond Paper (Legal Size)								
	Certificate Paper (Linen Pino, Letter Size)								
	Epson 003 Black Ink								
	Epson 003 Yellow Ink								
	Epson 003 Magenta Ink								
	Epson 003 Cyan Ink								

	Epson 664 Black Ink								
	Epson 664 Yellow Ink								
	Epson 664 Magenta Ink								
	Epson 664 Cyan Ink								
	Toshiba (e-studio 2303A) Toner (T-2309c)								
	On-The-Go USB (OTG USB 64GB)								
	TOTAL FOR LOT 2								P
	LOT 3 – ADVOCACY SHIRTS - Activity Polo Shirts for Participants, 10 pcs Medium, 10 pcs Large, 10 pcs Extra Large Colors: Teal, Steel Gray, White DA Logo: Should be embroidered to the polo shirt left side as indicated in the drawing. *Please see attached picture								P
	GRAND TOTAL								

[Signature]

Duly authorized to sign Bid for and on behalf of

[in the capacity 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]

Menu for Technical Training on Basic Geographic Information System using Quantum GIS (OPEN SOURCE) for agriculture (2 days)

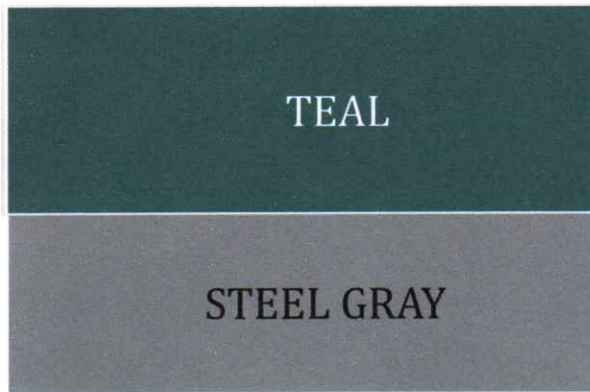
DAY 1	DAY 2
October 21, 2021	October 22, 2021
Breakfast	Breakfast
Corned Beef with Minced Potatoes & Onion	Beef Meatloaf
Sunny Side Up	Sunny Side Up
Garlic Rice	Garlic Rice
Coffee	Coffee
Fruit in Season	Fruit in Season
Snack AM	Snack AM
Cheesecake	Banana Cake
Pink Lychee Lemonade	Blue lemonade
Lunch	Lunch
Cream of Mushroom	Seafood chowder
Sauteed water spinach with tofu	Braised Tofu with mushroom
Breaded Porkchop	Grilled Porkchop
Steamed Rice	Steamed Rice
Fruity Gelatin	Buko Pandan
Snack PM	Snack PM
Bihon Guisado	Pancit Guisado
Orange Juice	Pandan Juice
Dinner	Dinner
Cream of corn	Chicken Tinola
Assorted vegetables with oyster sauce	Vegetable Sisig
Breaded Fish Fillet with dip	Grilled Liempo
Steamed Rice	Steamed Rice
Fruit Cocktail with almond gel	Fruity Leche flan

*Fullboard meals with accommodation

*Hotels must have the following amenities:

- fully air-conditioned venue
- use of function room/electricity for at least 10 hours
- free flowing coffee
- dressed up tables and chairs
- registration tables and chairs
- basic lights and sound system
- with stage, microphones (not less than 3) and podium
- LCD projector and white screen
- complementary welcome banner (3 x 5 ft)
- free WIFI access and telephone service
- event signage
- flagpole with Philippine Flag
- with elevator
- with standby generator during brownouts

POLOSHIRT SPECS



COLOR:

TEAL

STEEL GRAY

BRAND OF POLOSHIRT:

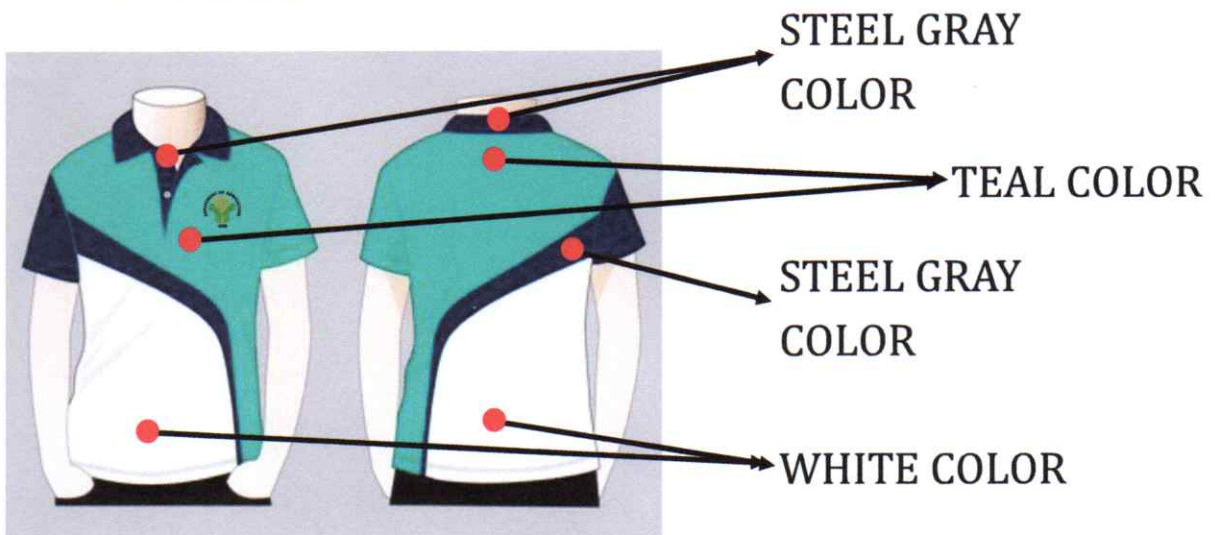
SIZES:

10 pcs. Medium

10 pcs. Large

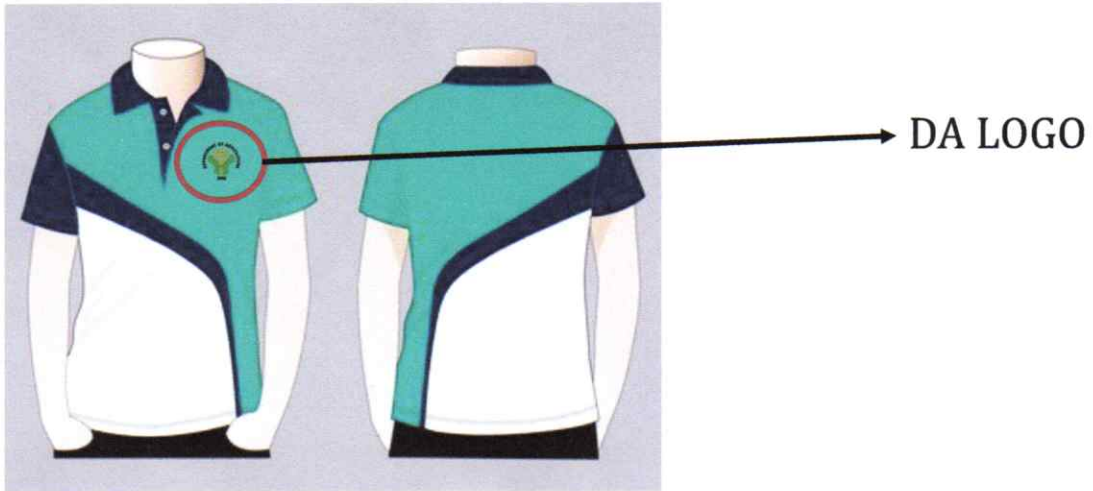
10 pcs. Extra Large

POLOSHIRT DESIGN



POLOSHIRT SPECS

POLOSHIRT DESIGN



DA LOGO

- Should be embroidered to the polo shirt left side as indicated in the drawing.