



**REQUEST TO SUBMIT PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1: ICT AND OFFICE SUPPLIES: LOT 2: PHOTOCOPIER INK TO BE USE AT REGULATORY DIVISION WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO NINETY-FIVE THOUSAND AND FIFTY-FIVE PESOS (P 95,055.00) 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
<b>LOT 1: ICT / OFFICE SUPPLIES</b>			
Epson L360-644, black	10PCS	375.00	3,750.00
Epson L360-664, CYM	4SET	1,470.00	5,880.00
Epson L3150, 003, black	25PCS	365.00	9,125.00
Epson L3150, 003, CYM	6SET	1,470.00	8,820.00
Epson L4150-001, Black	5PCS	735.00	3,675.00
Epson L4150-001, CYM	3SET	1,250.00	3,750.00
BOND PAPER, S-24 SHORT	18RMS	285.00	4,275.00
BOND PAPER, S-24, A4	20RMS	290.00	5,800.00
BOND PAPER, S-24, LONG	50RMS	300.00	15,000.00
TRODAT INK	4PC	295.00	1,180.00
TISSUE PAPER, 2PLY	20DOZ	190.00	<u>3,800.00</u>
<b>TOTAL LOT 1:</b>			<b><u>60,055.00</u></b>
<b>LOT 2: PHOTOCOPIER INK</b>			
KYOCERA TASKALFA, 4012 MODEL	2BOX	15,000.00	<b><u>30,000.00</u></b>
<b>TOTAL LOT 2:</b>			
<b>GRAND TOTAL:</b>			<b><u>P 95,055.00</u></b>

As such: **LOT 1: RFK GENERAL MERCHANDISE**, Pili Camarines Sur; **BONINIG'S TRADING**, Naga City; and **3GX COMPUTER AND I.T. SOLUTION**, Naga City: **LOT 2: 3GX COMPUTER & I.T. SOLUTION**, Naga City; **PHILCOPY CORP.**, Naga City; **RFK GENERAL MERCHANDISE**, Pili, Cam. Sur.

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

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 September 8, 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 email at [bacrfo5@gmail.com](mailto:bacrfo5@gmail.com). DA-BAC Secretariat Office.

2<sup>th</sup> September 2021, Pili, Camarines Sur.

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



## 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;

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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]*

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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

**SUPPLY AND DELIVERY OF LOT 1: ICT AND OFFICE SUPPLIES: LOT 2: PHOTOCOPIER INK TO BE USE AT  
REGULATORY DIVISION - P 95,055.00**

**Name of Project:**

**Name of Bidder/Authorized Representative:**

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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)
	<b>LOT 1: ICT / OFFICE SUPPLIES</b>									
	Epson L360-644, black		10PCS							
	Epson L360-664, CYM		4SET							
	Epson L3150, 003, black		25PCS							
	Epson L3150, 003, CYM		6SET							
	Epson L4150-001, Black		5PCS							
	Epson L4150-001, CYM		3SET							
	BOND PAPER, S-24 SHORT		18RMS							
	BOND PAPER, S-24, A4		20RMS							
	BOND PAPER, S-24, LONG		50RMS							
	TRODAT INK		4PC							
	TISSUE PAPER, 2PLY		20DOZ							
	<b>TOTAL LOT 1:</b>									
	<b>LOT 2: PHOTOCOPIER INK</b>									
	KYOCERA TASKALFA, 4012 MODEL		2BOX							
	<b>TOTAL LOT 2:</b>									
	<b>GRAND TOTAL:</b>									

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

\_\_\_\_\_  
(Signature)  
(in the capacity of)

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