



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 OFFICE AND OTHER SUPPLIES FOR USE AT BAC SECRETARIAT OFFICE UNDER FPMA-OA/GAA 2021 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED THIRTY-ONE THOUSAND PESOS (P 100,091.00) 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
OFFICE SUPPLIES			
BALLPEN, SIGNPEN, 0.5, BLACK, 12's	24box	300.00	7,200.00
BALLPEN, SIGNPEN, 0.5, BLUE, 12's	24box	300.00	7,200.00
CORRECTION TAPE	60pcs	38.00	2,280.00
BATTERY AA	5doz	300.00	1,500.00
BATTERY AAA	5doz	348.00	1,740.00
MOLAR BOX	20pcs	495.00	9,900.00
PAPER FASTENER, COLORED	17box	38.00	646.00
PENCIL, MONGOL, 12'S	20box	90.00	1,800.00
EXPANDING FOLDER, LONG	300pc	18.50	5,550.00
BROWN ENVELOP, LONG	300pc	3.50	1,050.00
CALCULATOR	6pc	750.00	4,500.00
FOLDER, LONG 14PTS.	300pc	6.50	1,950.00
PAPER TOWEL, GOOD QUALITY	20pack	65.00	1,300.00
RECORD BOOKS, 300PAGES	15books	180.00	2,700.00
PUNCHER, BIG	4pcs	180.00	720.00
SUB-TOTAL :			50,036.00
OTHER SUPPLIES:			
DISWASHING SPONGE	18pad	45.00	810.00
DISINFECTANT LIQ., 790ML	10blt	270.00	2,700.00
ALABASTROS, 100G	30pc	50.00	1,500.00
TOILET BOWL CLEANER, 500ML	14blt	170.00	2,380.00
DISH WASHING LIQ., 1LITER	10blt	150.00	1,500.00
GARBAGE BAG, BLACK, BIG	15pack	70.00	1,050.00
DOOR MAT, CLOTH	20pc	100.00	2,000.00
AIR FRESHNER, GOOD SCENT	10blt	260.00	2,600.00
DUST PAN, PLASTIC	5pc	150.00	750.00
DETERGENT POWDER SOAP, 1KL	12pack	300.00	3,600.00
ALCHOL, 70%. 500ML, GOOD SCENT	50blt	100.00	5,000.00
FACE MASK, 50'S	60box	150.00	9,000.00
TISSUE PAPER, 2PLY	50roll	18.50	925.00

PARTICULAR	QUANTITY	UNIT PRICE	TOTAL ABC
BROOM, HARD (WALIS TINGTING)	10pc	110.00	1,100.00
SOFT BROOM, THICK	10pc	180.00	1,800.00
DISINFECTANT SPRAY	18blt	350.00	6,300.00
BATH SOAP, BAR	10pc	59.00	590.00
INSECT KILLER	12blt	350.00	4,200.00
LIQ. HAND SOAP, 500ML	15blt	150.00	2,250.00
SUB-TOTAL			50,055.00
GRAND TOTAL			P100,091.00

As such: **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur; **ERIVAN GENERAL MERCHANSIDE**, Naga City; 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. Picture/Brochure

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 1:30pm in the morning of October 25, 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.

15th October 2021, Pili, Camarines Sur.

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



A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk



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]

**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.)

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

**SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT BAC SECRETARIAT OFFICE UNDER
FPMA-OA/GAA 2021 - ; ABC – P 100,091.00**

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)
	OFFICE SUPPLIES									
	BALLPEN, SIGNPEN, 0.5, BLACK, 12's		24box							
	BALLPEN, SIGNPEN, 0.5, BLUE, 12's		24box							
	CORRECTION TAPE		60pcs							
	BATTERY AA		5doz							
	BATTERY AAA		5doz							
	MOLAR BOX		20pcs							
	PAPER FASTENER, COLORED		17box							
	PENCIL, MONGOL, 12'S		20box							
	EXPANDING FOLDER, LONG		300pc							
	BROWN ENVELOP, LONG		300pc							
	CALCULATOR		6pc							
	FOLDER, LONG 14PTS.		300pc							
	PAPER TOWEL, GOOD QUALITY		20pack							



RECORD BOOKS, 300PAGES		15books							
PUNCHER, BIG		4pcs							
SUB-TOTAL :									
OTHER SUPPLIES:									
DISWASHING SPONGE		18pad							
DISINFECTANT LIQ., 790ML		10bit							
ALABASTROS, 100G		30pc							
TOILET BOWL CLEANER, 500ML		14bit							
DISH WASHING LIQ., 1LITER		10bit							
GARBAGE BAG, BLACK, BIG		15pack							
DOOR MAT, CLOTH		20pc							
AIR FRESHNER, GOOD SCENT		10bit							
DUST PAN, PLASTIC		5pc							
DETERGENT POWDER SOAP, 1KL		12pack							
ALCHOL, 70%. 500ML, GOOD SCENT		50bit							
FACE MASK, 50'S		60box							
BROOM, HARD (WALIS TINGTING)		50roll							
SOFT BROOM, THICK		10pc							
DISINFECTANT SPRAY		10pc							
BATH SOAP, BAR		18bit							
INSECT KILLER		10pc							
LIQ. HAND SOAP, 500ML		12bit							
SUB-TOTAL		15bit							
GRAND TOTAL									<input type="text"/>

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

 (in the capacity of)

A food-secure Philippines
 with prosperous farmers and fisherfolk



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with prosperous farmers and fisherfolk

