



REQUEST TO SUBMIT PROPOSAL FOR: SUPPLY AND DELIVERY OF LOT 1-OFFICE AND OTHER SUPPLIES; LOT 2- ICT SUPPLIES; LOT 3- OFFICE EQUIPMENT USE AT ADMIN./FINANCE DIVISION WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SIX HUNDRED EIGHTY-EIGHT THOUSAND EIGHT HUNDRED FIFTEEN AND .06 CENT. (P 688,815.04) 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: OFFICE / OTHER SUPPLIES			
Bond Paper, long S-20	30 BOX	1,400.00	42,000.00
Bond Paper, short S-20	15BOX	1,300.00	19,500.00
Mailing Envelope, white	5BOX	275.00	1,375.00
Paste, redstone	25BLT	60.00	1,500.00
Carbon Paper	10BOX	110.00	1,100.00
Record Book, 500 pgs	75PC	250.00	18,750.00
Record Book, 300 pgs	50PC	240.00	12,000.00
Scotch Tape, 1"	35ROLL	35.00	1,225.00
Folder, Long, brown	416PC	8.15	3,390.04
Trodat Ink	20BLT	180.00	3,600.00
Tissue paper	50DOZ	189.00	9,450.00
Baygon, insect spray green	5DOZ	2,250.00	11,250.00
Air Freshener, glade	5DOZ	3,480.00	17,400.00
Paper Clip, 30mm, 10's	7BOX	350.00	2,450.00
Paper Clip, 50mm, 10's	6BOX	450.00	2,700.00
Tornado Mop	7PC	1,100.00	7,700.00
Garbage Bag big, black, 100pcs/pack	30PACK	500.00	15,000.00
Garbage Bag medium, black, 100pcs/pack	20PACK	400.00	8,000.00
Stapler with remover #35	30PC	380.00	11,400.00
Rubber Bond, No. 18	30BOX	310.00	9,300.00
Ruler Plastic, orion	25PC	37.00	925.00
Staple Wire #35	30BOX	190.00	5,700.00
Disinfectant Lysol	5DOZ	3,450.00	17,250.00
Dishwashing Liquid 250ml	25BLT	130.00	3,250.00
Sponge	50PC	45.00	2,250.00
Bar Soap	50PC	40.00	2,000.00
Toilet Cleaner, mr muscle, 900ml	25BLT	305.00	7,625.00
Ballpen, black faber castell, 50's	5BOX	600.00	3,000.00
Marker, permanent fine, pilot blue	5BOX	570.00	2,850.00
Marker, permanent fine, pilot black	5BOX	570.00	2,850.00
Marker, whiteboard, pilot black	5BOX	450.00	2,250.00
Pencil Mongol no. 2	5BOX	120.00	600.00
Paper Fastener, metal	25BOX	100.00	2,500.00
Correction Tape	100PC	35.00	3,500.00
Bond Paper, A3, S20	15RMS	640.00	9,600.00
Signpen, V5 grip, pilot, violet	2BOX	950.00	1,900.00

PARTICULAR	QUANTITY	UNIT PRICE	TOTAL ABC
Bond Paper, A4 S20	5RMS	1,200.00	6,000.00
Signpen, black	10BOX	350.00	3,500.00
signpen, blue	10BOX	350.00	3,500.00
Post it note 2x2	10PACK	170.00	1,700.00
Record Book 200 pgs	25PC	230.00	5,750.00
Extension wire , W/ 4pcs outlet, 10mtrs, HD wire	10PC	850.00	8,500.00
Signpen, V7 grip, pilot blue,	5BOX	950.00	4,750.00
Signpen, V5 grip, pilot, blue	5BOX	950.00	4,750.00
SUB-TOTAL:			P 305,590.04
LOT 2- ITC SUPPLIES			
CDR with case, verbatim	5DOZ	500.00	2,500.00
HP Ink #932 XL, Black	3PC	1,999.00	5,997.00
HP Ink #933 XL, colored	3PC	2,250.00	6,750.00
Canon Ink, 746s	3PC	1,750.00	5,250.00
Canon Ink, 745s	3PC	1,500.00	4,500.00
HP Laserjet 202A black	2PC	5,100.00	10,200.00
HP Laserjet 202A, yellow	1PC	5,100.00	5,100.00
HP Laserjet 202A, cyan	1PC	5,100.00	5,100.00
HP Laserjet 202A, magenta	1PC	5,100.00	5,100.00
Epson Ink 0003, black	50PC	325.00	16,250.00
Epson Ink 0003, CYM	25SET	975.00	24,375.00
Epson Ink 664, black	50PC	325.00	16,250.00
Epson Ink 664, CYM	25SET	975.00	24,375.00
Hp Ink #680, black	2PC	1,000.00	2,000.00
Hp Ink #680, colored	2PC	1,000.00	2,000.00
Computer Printer, Bottomless, Print-Scan-Copy, long	12PC	14,999.00	179,988.00
Computer Keyboard, usb port	8PC	1,000.00	8,000.00
Computer Mouse, usb port	8PC	500.00	4,000.00
Computer Keyboard and mouse, Wireless	5SET	2,000.00	10,000.00
External Hard Drive, 1TB	2PC	2,500.00	5,000.00
Flash Drive, 16GB	10PC	899.00	8,990.00
Flash Drive, 32GB	5PC	1,100.00	5,500.00
UPS	2PC	2,000.00	4,000.00
SUB-TOTAL			P 361,225.00
LOT 3- OFFICE EQUIPTMENT			
Refrigerator, 3.5 ft,, Good Quality	2UNIT	11,000.00	22,000.00
SUB-TOTAL			P 22,000.00
GRAND TOTAL:			P 688,815.04

As such: **LOT 1: RFK GENERAL MERCHANDISE**, Pili, Camarines Sur; **BONING'S TRADING** , Naga City; and **ERIVAN GENERAL MERCHANSIDE**, Naga City; **LOT 2: 3GX COMPUTER & I.T. SOLUTION**, Naga City; **BONING'S TRADING** , Naga City; and **ERIVAN GENERAL MERCHANSIDE**, Naga City; **LOT 3- RFK GENERAL MERCHANDISE**, Pili, Camarines Sur; **BONING'S TRADING** , Naga City; and **ERIVAN GENERAL MERCHANSIDE**



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



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 10:00am in the morning of November 5, 2021 at 2nd Floor, Adriano Hall, Administrative 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.

25th 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

Name of Project **SUPPLY AND DELIVERY OF LOT 1-OFFICE AND OTHER SUPPLIES; LOT 2- ICT SUPPLIES; LOT 3- OFFICE EQUIPMENT USE AT ADMIN./FINANCE DIVISION; BAC – 688,815.04**

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: OFFICE / OTHER SUPPLIES									
	Bond Paper, long S-20		30	BOX						
	Bond Paper, short S-20		15	BOX						
	Mailing Envelope, white		5	BOX						
	Paste, redstone		25	BLT						
	Carbon Paper		10	BOX						
	Record Book, 500 pgs		75	PC						
	Record Book, 300 pgs		50	PC						
	Scotch Tape, 1"		35	ROLL						
	Folder, Long, brown		416	PC						
	Trodat Ink		20	BLT						
	Tissue paper		50	DOZ						
	Baygon, insect spray green		5	DOZ						
	Air Freshener, glade		5	DOZ						
	Paper Clip, 30mm, 10's		7	BOX						

Paper Clip, 50mm, 10's	6BOX						
Tornado Mop	7PC						
Garbage Bag big, black, 100pcs/pack	30PACK						
Garbage Bag medium, black, 100pcs/pack	20PACK						
Stapler with remover #35	30PC						
Rubber Bond, No. 18	30BOX						
Ruler Plastic, orion	25PC						
Staple Wire #35	30BOX						
Disinfectant Lysol	5DOZ						
Dishwashing Liquid 250ml	25BLT						
Sponge	50PC						
Bar Soap	50PC						
Toilet Cleaner, mr muscle, 900ml	25BLT						
Ballpen, black faber castell, 50's	5BOX						
Marker, permanent fine, pilot blue	5BOX						
Marker, permanent fine, pilot black	5BOX						
Marker, whiteboard, pilot black	5BOX						
Pencil Mongol no. 2	5BOX						
Paper Fastener, metal	25BOX						
Correction Tape	100PC						
Bond Paper, A3, S20	15RMS						
Signpen, V5 grip, pilot, violet	2BOX						
Bond Paper, A4 S20	5RMS						
Signpen, black	10BOX						
signpen, blue	10BOX						
Post it note 2x2	10PACK						
Record Book 200 pgs	25PC						
Extension wire , W/ 4pcs outlet, 10mtrs, HD wire	10PC						

Signpen, V7 grip, pilot blue,	5BOX						
Signpen, V5 grip, pilot, blue	5BOX						
SUB-TOTAL							
LOT 2- ITC SUPPLIES							
CDR with case, verbatim	5DOZ						
HP Ink #932 XL, Black	3PC						
HP Ink #933 XL, colored	3PC						
Canon Ink, 746s	3PC						
Canon Ink, 745s	3PC						
HP Laserjet 202A black	2PC						
HP Laserjet 202A, yellow	1PC						
HP Laserjet 202A, cyan	1PC						
HP Laserjet 202A, magenta	1PC						
Epson Ink 0003, black	50PC						
Epson Ink 0003, CYM	25SET						
Epson Ink 664, black	50PC						
Epson Ink 664, CYM	25SET						
Hp Ink #680, black	2PC						
Hp Ink #680, colored	2PC						
Computer Printer, Bottomless, Print-Scan-Copy, long	12PC						
Computer Keyboard, usb port	8PC						
Computer Mouse, usb port	8PC						
Computer Keyboard and mouse, Wireless	5SET						
External Hard Drive, 1TB	2PC						
Flash Drive, 16GB	10PC						
Flash Drive, 32GB	5PC						
UPS	2PC						
SUB-TOTAL							

	LOT 3- OFFICE EQUIPMENT		2UNITS						
	Refrigerator, 3.5 ft., Good Quality								
	SUB-TOTAL								
	GRAND TOTAL								

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

 (in the capacity of)

