



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

[ITB-127-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE LOT 1- FOOD AND ACCOMMODATION, LOT 2 – SUPPLIES AND MATERIALS FOR USE DURING THE RICE COMPETITIVENESS ENHANCEMENT FUND – RICE FARMERS FINANCIAL ASSISTANCE PROGRAM (RCEF-RFFA) LAUNCHING CEREMONY ON NOV. 10-11, 2021 AT LEGAZPI CITY AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED SIXTEEN THOUSAND PESOS (PHP316,000.00) 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		
40 pax	VIP – Food and Accommodation (Nov. 10, 2021)	2,200.00	88,000.00
40 pax	VIP – Food and Accommodation (Nov. 11, 2021)	2,200.00	88,000.00
200 pax	Food (Am, PM Snack and Lunch)	550.00	110,000.00
	Total for Lot 1		₱286,000.00
	LOT 2 – SUPPLIES AND MATERIALS		
2 boxes	Bookpaper, Long	1,000.00	2,000.00
2 boxes	Bookpaper, Short	900.00	1,800.00
24 pcs	Permanent Marker, Broad, Blue	38.00	912.00
24 pcs	Permanent Marker, Broad, Black	38.00	912.00
12 boxes	Pencil, No. 2	78.00	936.00
5 boxes	Sign Pen, 0.5, Black, Needle point, Good quality	950.00	4,750.00
5 boxes	Sign Pen, 0.5, Blue, Needle point, Good quality	950.00	4,750.00
12 boxes	Paper clip, Big	30.00	360.00
10 boxes	Paper clip, Small	15.00	150.00
24 pcs	Highlighter, Assorted colors	35.00	840.00
12 pcs	Stapler, Big with staple remover, Heavy duty	325.00	3,900.00
10 boxes	ID cover/ ID holder	600.00	6,000.00
10 pcs	Glue, Medium, 473ml	269.00	2,690.00
	Total for Lot 2		₱30,000.00
	GRAND TOTAL		₱316,000.00

The agency intends to apply the amount Three Hundred Sixteen Thousand Pesos (Php316,000.00) 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 - PEPPERLAND HOTEL; LA VENEZIA HOTEL; THE ORIENTAL LEGAZPI**, all in Legazpi City;

LOT 2 – RFK GENERAL MERCHANDISE, Pili Camarines Sur; **ALLAN-JUSTINE GENERAL MDSE**, Naga City; **THESSON'S MARKETING**, 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 (Lot 1)
8. Pictures of Product being offered (Lot 2)

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.





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Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than **10:00 in the morning of 29 October 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.

October 25, 2021 San Agustin, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson

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 – SUPPLIES AND MATERIALS FOR USE
DURING THE RICE COMPETITIVENESS ENHANCEMENT FUND – RICE FARMERS
FINANCIAL ASSISTANCE PROGRAM (RCEF-RFFA) LAUNCHING CEREMONY ON NOV. 10-
11, 2021 AT LEGAZPI CITY*

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, 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)
	LOT 1 – FOOD AND ACCOMMODATION								
	VIP – Food and Accommodation (Nov. 10, 2021)		40 pax						
	VIP – Food and Accommodation (Nov. 11, 2021)		40 pax						
	Food (Am, PM Snack and Lunch)		200 pax						
	Total for Lot 1								
	LOT 2 – SUPPLIES AND MATERIALS								
	Bookpaper, Long		2 boxes						
	Bookpaper, Short		2 boxes						
	Permanent Marker, Broad, Blue		24 pcs						
	Permanent Marker, Broad, Black		24 pcs						
	Pencil, No. 2		12 boxes						

	Sign Pen, 0.5, Black, Needle point, Good quality		5 boxes						
	Sign Pen, 0.5, Blue, Needle point, Good quality		5 boxes						
	Paper clip, Big		12 boxes						
	Paper clip, Small		10 boxes						
	Highlighter, Assorted colors		24 pcs						
	Stapler, Big with staple remover, Heavy duty		12 pcs						
	ID cover/ ID holder		10 boxes						
	Glue, Medium, 473ml		10 pcs						
	Total for Lot 2								
	GRAND TOTAL								

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

SMAPLe MENU

	NOVEMBER 10, 2021 - VIP	NOVEMBER 11, 2021 - VIP	NOVEMBER 11, 2021
Breakfast	Fried Rice	Steamed Rice	
	Beef Tapa	Omelet with Ham	
	Scrambled egg	Bacon	
	Fresh Fruits	Fresh Fruits	
	Coffee / Tea	Coffee / Tea	
AM Snack	Bihon Guisado	Lasagna	Lasagna
	Puto & Kutsinta	Garlic Bread	Garlic Bread
	Buko Juice	Mango Juice	Mango Juice
Lunch	Steamed Rice	Steamed Rice	Steamed Rice
	Pork Steak	Cocido Yellow Fin with Buco	Bistek Tagalog
	Mixed Vegetables with Seafoods	Steamed Fish	Fresh Fruits
	Bicol Express	Buttered Chicken	Water
	Rellenong Bangus	Pinangat Inulukan	
	Leche Flan	Buko Salad	
	Fuit Juice and Water	Fuit Juice and Water	
PM Snack	Pasta Alfredo	Mamon (Goldilocks)	Mamon (Goldilocks)
	Bread	Softdrinks	Softdrinks
	Pinapple Juice		
Dinner	Steamed Rice	Steamed Rice	
	Spare Ribs	Bulalo	
	Mixed Vegetables	Fresh Lumpia	
	Fresh Fruits	Potato Salad	
	Juice / Water	Juice / Water	

SMAPLe MENU

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	Fresh Fruits	Fresh Fruits	
	Coffee / Tea	Coffee / Tea	
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	Leche Flan	Buko Salad	
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	Bread	Softdrinks	Softdrinks
	Pinapple Juice		
Dinner	Steamed Rice	Steamed Rice	
	Spare Ribs	Bulalo	
	Mixed Vegetables	Fresh Lumpia	
	Fresh Fruits	Potato Salad	
	Juice / Water	Juice / Water	

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]