

[ITB-133-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1- AGRICULTURAL SUPPLIES, LOT 2- OFFICE SUPPLIES, LOT 3- OTHER SUPPLIES FOR USE UNDER CGUARD R&D PROJECT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED EIGHTY-SIX THOUSAND EIGHT HUNDRED FIFTY-THREE PESOS (PHP186,853.00) 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		
	AGRICULTURAL SUPPLIES		
5 bags	Urea (50kl. /bag)	2,200.00	11,000.00
5 bags	Complete (50kl. /bag)	2,200.00	11,000.00
2 pcs	Grass cutter blade (Steel Arbor Bore) Size: 1-inch (25.4mm) Length: 12inch (305mm) Width: 3.54inch (90mm) Thickness: 0.078 inch (2mm)	850.00	1,700.00
7 kl.	Nylon #300 for Grasscutter	500.00	3,500.00
1 roll	White fine net	3,000.00	3,000.00
4 bags	Polypropylene plastic, 7x14, transparent	100.00	400.00
	Total		30,600.00
	SE-AGRICULTURAL AND FORESTRY EQUIPMENTS		
2 pcs	Shovel (full metal)	450.00	900.00
1 pc	Knapsack sprayer (metal)	3,500.00	3,500.00
5 pcs	Pail 16 liters	230.00	1,150.00
6 pcs	Sprinkler	500.00	3,000.00
	Total		8,550.00
	LOT 2		
	OFFICE SUPPLIES		
6 reams	Bond paper short (substance 20)	250.00	1,500.00
6 reams	Bond paper long (substance 20)	290.00	1,740.00
6 reams	Bond paper A4 (substance 20)	280.00	1,680.00
1 box	Laid paper, long	2,000.00	2,000.00
2 doz	Sliding folder long	200.00	400.00
10 boxes	Staple wire (no.35)	55.00	550.00
5 boxes	Pentel pen (black)	48.00	240.00
5 pcs	Record book 300 leaves	100.00	500.00
2 doz	Scotch tape - (3/4) big core	65.00	130.00
5 pcs	Yellow colored wood ruler (12 inches)	55.00	275.00
8 pcs	Meter stick 100cm yellow wood	150.00	1,200.00
1 gallon	Glue (All-purpose glue)	2,000.00	2,000.00
5 pcs	Clipboard (long)	250.00	1,250.00
2 pcs	Heavy duty Tape dispenser	400.00	800.00
3 pcs	Stapler with remover	350.00	1,050.00
5 packs	Photo paper (20 sheets) A4	120.00	600.00
1 box	Laminating film (100pcs)	780.00	780.00
1 doz	Correction tape	540.00	540.00
3 boxes	Paper clips (small) 100pcs/box	15.00	45.00
3 pcs	Illustration board (3/4)	34.00	102.00
5 pcs	Heavy duty scissor	75.00	375.00
4 pcs	Cutter (big)	55.00	220.00
15 pcs	Folder white (short) - paper	7.00	105.00
15 pcs	Folder white (long) - paper	8.00	120.00
2 boxes	Pencil - (no. 2)	120.00	240.00
1 box	Ballpen, super smooth 50's (ordinary)	855.00	855.00
2 boxes	Gel pen 0.03 blue	456.00	912.00
2 boxes	Gel pen 0.03 black	456.00	912.00
10 pcs	Masking tape 1'	56.00	560.00



2 boxes	Cutter blade	40.00	80.00
3 boxes	Paper fastener (plastic)	55.00	165.00
1 pc	Pencil sharpener	500.00	500.00
2 pcs	Molar file	495.00	990.00
12 pcs	Envelope, paper brown-Long	10.00	120.00
	Total		23,536.00
	ICT-OFFICE SUPPLIES		
1 set	Printer ink, HP laserjet 202a cartridge (cyan, yellow, black, magenta)	18,000.00	18,000.00
10 bot.	Epson 664, Black	365.00	3,650.00
8 bot.	Epson 664, Cyan	390.00	3,120.00
8 bot.	Epson 664, Magenta	390.00	3,120.00
8 bot.	Epson 664, Yellow	390.00	3,120.00
5 pcs	Blank disc	50.00	250.00
10 bot.	Epson 003, Black	350.00	3,500.00
10 bot.	Epson 003, Cyan	360.00	3,600.00
10 bot.	Epson 003, Magenta	360.00	3,600.00
10 bot.	Epson 003, Yellow	360.00	3,600.00
5 pcs	Flash drive, 64GB	865.00	4,325.00
	Total		49,885.00
	SEMI-EXPENDABLE/ OFFICE EQUIPMENTS		
5 pcs	Calculator 12 digits	500.00	2,500.00
1 unit	Ring Binder machine	11,400.00	11,400.00
	Total		13,900.00
	LOT 3		
	OTHER SUPPLIES AND MATERIALS		
5 doz	Interfolded tissue paper	150.00	750.00
10 bundles	Glassin bag (#2)	350.00	3,500.00
750 pcs	Craftman paper	20.00	15,000.00
5 pcs	Hand sprayer	270.00	1,350.00
2 gallons	Bleach	600.00	1,200.00
5 kls.	Detergent powder	220.00	1,100.00
8 boxes	Hand gloves (All-purpose gloves)	75.00	600.00
5 boxes	Face mask (surgical, 3ply)	200.00	1,000.00
5 pcs	Handwashing liquid in bottle (500ml)	200.00	1,000.00
5 bot.	Dishwashing liquid 500ml	200.00	1,000.00
2 pcs	Storage box 90L capacity	1,300.00	2,600.00
5 pcs	LED bulb (white-18watts)	155.00	775.00
50 pcs	Sacks 50kgs capacity	26.00	1,300.00
8 bottles	Ethyl Alcohol 70% solution 500ml	110.00	880.00
2 pcs	Garbage bin (small)	350.00	700.00
1 pc	Spin Mop 360 Heavy Duty	1,800.00	1,800.00
2 doz	Hand towel, cotton	220.00	440.00
1 box	Laminating film (100pcs)	780.00	780.00
6 pcs	Ring binder 1"	55.00	330.00
5 boxes	Binder clip, medium (1 1/4)	50.00	250.00
5 boxes	Binder clip, big (2")	80.00	400.00
3 pcs	Hard broom	70.00	210.00
3 pcs	Soft broom	220.00	660.00
10 packs	Tissue 2ply (1 dozen/pack)	220.00	2,200.00
2 pcs	Trashcan (Big)	500.00	1,000.00
3 pcs	Molar box with cover (blue)	500.00	1,500.00
8 rolls	Plastic straw (plastic twine)	118.00	944.00
6 pcs	Pot holder	150.00	900.00
2 pcs	Toilet brush with handle	650.00	1,300.00
1 pc	Glass Squeegee	980.00	980.00
1 doz	Spoon and fork - (metal)	1,513.00	1,513.00
6 pcs	Plate (ceramic)	100.00	600.00
6 pcs	Cups and saucer (ceramic)	100.00	600.00
1 unit	Dish organizer	2,200.00	2,200.00
6 pcs	Drinking Glass (8oz)	150.00	900.00



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

5 cans	Spray Air freshener in can (assorted scents)	250.00	1,250.00
5 pcs	Bathroom sensation refill (assorted)	110.00	550.00
6 pcs	Doormat	95.00	570.00
5 bot.	Ultra-thick bleach toilet cleaner 900 ml	300.00	1,500.00
1 pc.	Philips screwdriver (8x250mm)	400.00	400.00
1 pc.	Flat screwdriver (8x250mm)	400.00	400.00
1 pc.	Heavy Duty Hammer	850.00	850.00
1 pc.	Hand saw (wood handler)	850.00	850.00
1 pc.	Heavy duty fliers	750.00	750.00
1 pc.	Heavy duty Biscript	1,000.00	1,000.00
	TOTAL		60,382.00
	GRAND TOTAL		₱186,853.00

The agency intends to apply the amount Ninety-Six Thousand Pesos (Php96,000.00) 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, **RFK GENERAL MDSE**, Pili Cam. Sur; **ALLAN-JUSTINE GENERAL MDSE**, Naga City; **ERIVAN GENERAL MERCHANDISE**, 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. Pictures of Product Being offered

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 22 November 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.

November 16, 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

*SUPPLY AND DELIVERY OF LOT 1- AGRICULTURAL SUPPLIES, LOT 2- OFFICE SUPPLIES,
LOT 3- OTHER SUPPLIES FOR USE UNDER CGUARD R&D PROJECT*

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 APLICABLE, PER ITEM	TOTAL PRICE, PER UNIT (col 5+6+7+8)	TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	LOT 1 - AGRICULTURAL SUPPLIES								
	Urea (50kl. /bag)		5 bags						
	Complete (50kl. /bag)		5 bags						
	Grass cutter blade (Steel Arbor Bore) Size: 1-inch (25.4mm) Length: 12inch (305mm) Width: 3.54inch (90mm) Thickness: 0.078 inch (2mm)		2 pcs						
	Nylon #300 for Grasscutter		7 kl.						
	White fine net		1 roll						
	Polypropylene plastic, 7x14, transparent		4 bags						
	Total								
	SE-AGRICULTURAL AND FORESTRY EQUIPMENTS								
	Shovel (full metal)		2 pcs						
	Knapsack sprayer (metal)		1 pc						
	Pail 16 liters		5 pcs						
	Sprinkler		6 pcs						
	Total								
	TOTAL FOR LOT 1								

LOT 2 - OFFICE SUPPLIES									
Bond paper short (substance 20)			6 reams						
Bond paper long (substance 20)			6 reams						
Bond paper A4 (substance 20)			6 reams						
Laid paper, long			1 box						
Sliding folder long			2 doz						
Staple wire (no.35)			10 boxes						
Pentel pen (black)			5 boxes						
Record book 300 leaves			5 pcs						
Scotch tape - (3/4) big core			2 doz						
Yellow colored wood ruler (12 inches)			5 pcs						
Meter stick 100cm yellow wood			8 pcs						
Glue (All-purpose glue)			1 gallon						
Clipboard (long)			5 pcs						
Heavy duty Tape dispenser			2 pcs						
Stapler with remover			3 pcs						
Photo paper (20 sheets) A4			5 packs						
Laminating film (100pcs)			1 box						
Correction tape			1 doz						
Paper clips (small) 100pcs/box			3 boxes						
Illustration board (3/4)			3 pcs						
Heavy duty scissor			5 pcs						
Cutter (big)			4 pcs						
Folder white (short) - paper			15 pcs						
Folder white (long) - paper			15 pcs						
Pencil - (no. 2)			2 boxes						
Ballpen, super smooth 50's (ordinary)			1 box						
Gel pen 0.03 blue			2 boxes						
Gel pen 0.03 black			2 boxes						

	Masking tape 1'		10 pcs						
	Cutter blade		2 boxes						
	Paper fastener (plastic)		3 boxes						
	Pencil sharpener		1 pc						
	Molar file		2 pcs						
	Envelope, paper brown-Long		12 pcs						
	Total								
	ICT-OFFICE SUPPLIES								
	Printer ink, HP laserjet 202a cartridge (cyan, yellow, black, magenta)		1 set						
	Epson 664, Black		10 bot.						
	Epson 664, Cyan		8 bot.						
	Epson 664, Magenta		8 bot.						
	Epson 664, Yellow		8 bot.						
	Blank disc		5 pcs						
	Epson 003, Black		10 bot.						
	Epson 003, Cyan		10 bot.						
	Epson 003, Magenta		10 bot.						
	Epson 003, Yellow		10 bot.						
	Flash drive, 64GB		5 pcs						
	Total								
	SEMI-EXPENDABLE/ OFFICE EQUIPMENTS								
	Calculator 12 digits		5 pcs						
	Ring Binder machine		1 unit						
	Total								
	TOTAL FOR LOT 2								

LOT 3 - OTHER SUPPLIES AND MATERIALS									
	Interfolded tissue paper		5 doz						
	Glassin bag (#2)		10 bundles						
	Craftman paper		750 pcs						
	Hand sprayer		5 pcs						
	Bleach		2 gallons						
	Detergent powder		5 kls.						
	Hand gloves (All-purpose gloves)		8 boxes						
	Face mask (surgical, 3ply)		5 boxes						
	Handwashing liquid in bottle (500ml)		5 pcs						
	Dishwashing liquid 500ml		5 bot.						
	Storage box 90L capacity		2 pcs						
	LED bulb (white-18watts)		5 pcs						
	Sacks 50kgs capacity		50 pcs						
	Ethyl Alcohol 70% solution 500ml		8 bottles						
	Garbage bin (small)		2 pcs						
	Spin Mop 360 Heavy Duty		1 pc						
	Hand towel, cotton		2 doz						
	Laminating film (100pcs)		1 box						
	Ring binder 1"		6 pcs						
	Binder clip, medium (1 1/4)		5 boxes						
	Binder clip, big (2")		5 boxes						
	Hard broom		3 pcs						
	Soft broom		3 pcs						
	Tissue 2ply (1 dozen/pack)		10 packs						
	Trashcan (Big)		2 pcs						
	Molar box with cover (blue)		3 pcs						
	Plastic straw (plastic twine)		8 rolls						

	Pot holder		6 pcs						
	Toilet brush with handle		2 pcs						
	Glass Squeegee		1 pc						
	Spoon and fork - (metal)		1 doz						
	Plate (ceramic)		6 pcs						
	Cups and saucer (ceramic)		6 pcs						
	Dish organizer		1 unit						
	Drinking Glass (8oz)		6 pcs						
	Spray Air freshener in can (assorted scents)		5 cans						
	Bathroom sensation refill (assorted)		5 pcs						
	Doormat		6 pcs						
	Ultra-thick bleach toilet cleaner 900 ml		5 bot.						
	Philips screwdriver (8x250mm)		1 pc.						
	Flat screwdriver (8x250mm)		1 pc.						
	Heavy Duty Hammer		1 pc.						
	Hand saw (wood handler)		1 pc.						
	Heavy duty fliers		1 pc.						
	Heavy duty Biscript		1 pc.						
	TOTAL								
	TOTAL FOR LOT 3								
	GRAND TOTAL								

_____ *In the capacity of* _____

Duly authorized to sign Bid for and on behalf 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]