



[ITB-142-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1- VARIOUS OFFICE SUPPLIES, LOT 2- OTHER SUPPLIES FOR USE AT RBSA OFFICE AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO NINE HUNDRED EIGHTY-EIGHT THOUSAND NINE HUNDRED EIGHTY PESOS (PHP988,980.00) 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- VARIOUS OFFICE SUPPLIES		
155 reams	Bookpaper, S-20, A4 (ream)	240.00	37,200.00
240 reams	Bookpaper, S-20, Long (ream)	260.00	62,400.00
155 reams	Bookpaper, S-20, Short (ream)	240.00	37,200.00
10 doz.	Folder, Ordinary, Long, Brown	78.00	780.00
10 doz.	Expanding Envelope, Long (Brown)	160.00	1,600.00
10 packs	Photopaper, Premium High Glossy, A4	136.00	1,360.00
10 packs	Sticker Paper, Long	50.00	500.00
20 packs	Colored Papers, Premium Assorted Colors, Long, 250's	275.00	5,500.00
8 pcs.	Heavy Duty Puncher	237.40	1,899.20
10 pcs.	Tape (Masking Tape, 2")	35.00	350.00
10 pcs.	Tape (Transparent/Scotch, 2")	55.00	550.00
10 pcs.	Tape (Transparent/Scotch, 1")	25.00	250.00
5 pcs.	Tape (Packing, 3")	75.00	375.00
690 pcs.	Correction Tape	35.40	24,428.00
10 boxes	Paper Clip, Medium	65.00	650.00
30 boxes	Paper Fastener, Plastic	75.00	2,250.00
20 boxes	Permanent Marker (fine), Black, 12's	436.25	8,725.00
10 boxes	Permanent Marker (fine), Blue, 12's	436.25	4,362.50
10 pcs	Pencil Sharpener, Heavy Duty	295.00	2,950.00
24 boxes	Pencil (No. 2), 12'S	78.00	1,872.00
50 pcs	Pen Holder, metal, square	95.00	4,750.00
40 pcs	Permanent Marker (broad), Black	38.00	1,520.00
100 pcs	Eraser, for pencil (rectangular,color: white)	38.00	3,800.00
50 boxes	Black Ballpen, 50's	250.00	12,500.00
32 boxes	Sign pen, black, ink gel impact, 1.0mm needle tip, 12's	300.00	9,600.00
70 boxes	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	300.00	21,000.00
20 boxes	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	300.00	6,000.00
150 bottles	Glue (40 grams)	50.00	7,500.00
50 pcs	Sticky Note, 3"x3"	30.00	1,500.00
40 pcs	Sticky Note, 3"x5"	45.00	1,800.00
622 boxes	Staple Wire #35	55.00	34,210.00
200 pcs	Stapler (Heavy duty), with Staple Remover	310.94	62,188.30
40 boxes	Clip, backfold, 32mm, 12 pcs/box	130.00	5,200.00
60 boxes	Clip, backfold, 51mm, 12 pcs/box	160.00	9,600.00
10 pcs	Stamp Pad (Color: Violet)	69.00	690.00
20 pcs	Stamp Pad Refill Ink, 28 ML (Color: Violet)	230.00	4,600.00
16 pcs	Photocopier Toner (Develop Toner TN116)	2,500.00	40,000.00
4 units	Kyocera Toner TK-6113 (Black)	10,500.00	42,000.00
10 pcs	Wooden Stamp (Please see Seal Design attached)	304.00	3,040.00
100 pcs	Scissors, Large 8"	68.00	6,800.00
20 boxes	Laminating Film, High Quality, 100 sheets per box 200-250 Microns Thickness Long size (215.9 x 330.2 mm) Compatible with various laminating machine	1,100.00	22,000.00
	TOTAL for LOT 1		₱ 495,500.00





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LOT 2- OTHER SUPPLIES			
10 packs	Detergent Powder, 1Kg	220.00	2,200.00
20 pcs	Micro-Fiber cloth, approx. 12X12 inches	50.00	1,000.00
10 pcs	Rags	80.00	800.00
40 pcs	Storage Box with wheels, 120L	950.00	38,000.00
200 boxes	Facial Tissue, 2ply, 100 pulls	110.00	22,000.00
50 doz.	Tissue Paper, 2ply	250.00	12,500.00
5 pcs	6-Outlet Surge Protector Extension Cord, with Switch (Heavy Duty)	2,000.00	10,000.00
5 pcs	Universal Extension Wheel (10m), HD, 3-outlet	2,000.00	10,000.00
300 bottles	Alcohol, Ethyl, -70%, scented, 500ml	95.38	28,612.50
40 bottles	Liquid Hand Soap, 750 ml	250.00	10,000.00
50 bottles	Dishwashing Liquid (250ml)	90.00	4,500.00
40 packs	Garbage Bag, 10's, medium, Black	110.00	4,400.00
2 pcs	Floor Mat with Drain	1,300.00	2,600.00
20 pcs	Sponge with Scrub in individual pack	42.88	857.50
25 bottles	Air Freshener, 400-550 g.	380.00	9,500.00
25 bottles	Insect Repellent Spray, Odorless, 400-550g	560.00	14,000.00
15 packs	AA Battery, Regular, Pack of 4	220.00	3,300.00
15 packs	AAA Battery, Regular, Pack of 4	220.00	3,300.00
55 packs	AA Rechargeable Battery, Pack of 4	850.00	46,750.00
62 packs	AAA Rechargeable Battery, Pack of 4	850.00	52,700.00
15 pcs	Battery Charger Capacity: 4 Batteries simultaneously charging Can Charge AA and AAA Rechargeable Batteries	2,700.00	40,500.00
3 pcs	Round Trash Bin, Plastic, 25 lit	400.00	1,200.00
3 pcs	All Purpose cleaning brush with comfort grip	120.00	360.00
150 sets	Raincoat, 2-pair set	400.00	60,000.00
150 pairs	Boots, Rubber, Medium	400.00	60,000.00
340 boxes	Face Mask, 50's, 3 ply	150.00	51,000.00
11 bottles	Bathroom Bowl Liquid Cleaner, 1L	200.00	2,200.00
15 pcs	Bathroom Deodorizer, Lemon or Orchid Scent, 100g	80.00	1,200.00
TOTAL FOR LOT 2			₱ 493,480.00
GRAND TOTAL			₱988,980.00

The agency intends to apply the amount Nine Hundred Eighty-Eight Thousand Nine Hundred Eighty Pesos (Php988,980.00) 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; **3GX I.T. SOL.TECH**, 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**



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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

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- VARIOUS OFFICE SUPPLIES, LOT 2- OTHER SUPPLIES
FOR USE*

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- VARIOUS OFFICE SUPPLIES								
	Bookpaper, S-20, A4 (ream)		155 reams						
	Bookpaper, S-20, Long (ream)		240 reams						
	Bookpaper, S-20, Short (ream)		155 reams						
	Folder, Ordinary, Long, Brown		10 doz.						
	Expanding Envelope, Long (Brown)		10 doz.						
	Photopaper, Premium High Glossy, A4		10 packs						
	Sticker Paper, Long		10 packs						
	Colored Papers, Premium Assorted Colors, Long, 250's		20 packs						
	Heavy Duty Puncher		8 pcs.						
	Tape (Masking Tape, 2")		10 pcs.						
	Tape (Transparent/Scotch, 2")		10 pcs.						
	Tape (Transparent/Scotch, 1")		10 pcs.						
	Tape (Packing, 3")		5 pcs.						
	Correction Tape		690 pcs.						

	Paper Clip, Medium		10 boxes						
	Paper Fastener, Plastic		30 boxes						
	Permanent Marker (fine), Black, 12's		20 boxes						
	Permanent Marker (fine), Blue, 12's		10 boxes						
	Pencil Sharpener, Heavy Duty		10 pcs						
	Pencil (No. 2), 12'S		24 boxes						
	Pen Holder, metal, square		50 pcs						
	Permanent Marker (broad), Black		40 pcs						
	Eraser, for pencil (rectangular,color: white)		100 pcs						
	Black Ballpen, 50's		50 boxes						
	Sign pen, black, ink gel impact, 1.0mm needle tip, 12's		32 boxes						
	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's		70 boxes						
	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's		20 boxes						
	Glue (40 grams)		150 bottles						
	Sticky Note, 3"x3"		50 pcs						
	Sticky Note, 3"x5"		40 pcs						
	Staple Wire #35		622 boxes						
	Stapler (Heavy duty), with Staple Remover		200 pcs						
	Clip, backfold, 32mm, 12 pcs/box		40 boxes						
	Clip, backfold, 51mm, 12 pcs/box		60 boxes						
	Stamp Pad (Color: Violet)		10 pcs						
	Stamp Pad Refill Ink, 28 ML (Color: Violet)		20 pcs						
	Photocopier Toner (Develop Toner TN116)		16 pcs						

	Kyocera Toner TK-6113 (Black)		4 units						
	Wooden Stamp (Please see Seal Design attached)		10 pcs						
	Scissors, Large 8"		100 pcs						
	Laminating Film, High Quality, 100 sheets per box 200-250 Microns Thickness Long size (215.9 x 330.2 mm) Compatible with various laminating machine		20 boxes						
	TOTAL for LOT 1								
	LOT 2- OTHER SUPPLIES								
	Detergent Powder, 1Kg		10 packs						
	Micro-Fiber cloth, approx. 12X12 inches		20 pcs						
	Rags		10 pcs						
	Storage Box with wheels, 120L		40 pcs						
	Facial Tissue, 2ply, 100 pulls		200 boxes						
	Tissue Paper, 2ply		50 doz.						
	6-Outlet Surge Protector Extension Cord, with Switch (Heavy Duty)		5 pcs						
	Universal Extension Wheel (10m), HD, 3-outlet		5 pcs						
	Alcohol, Ethyl, -70%, scented, 500ml		300 bottles						
	Liquid Hand Soap, 750 ml		40 bottles						
	Dishwashing Liquid (250ml)		50 bottles						
	Garbage Bag, 10's, medium, Black		40 packs						
	Floor Map with Drain		2 pcs						

	Sponge with Scrub in individual pack		20 pcs						
	Air Freshener, 400-550 g.		25 bottles						
	Insect Repellent Spray, Odorless, 400-550g		25 bottles						
	AA Battery, Regular, Pack of 4		15 packs						
	AAA Battery, Regular, Pack of 4		15 packs						
	AA Rechargeable Battery, Pack of 4		55 packs						
	AAA Rechargeable Battery, Pack of 4		62 packs						
	Battery Charger Capacity: 4 Batteries simultaneously charging Can Charge AA and AAA Rechargeable Batteries		15 pcs						
	Round Trash Bin, Plastic, 25 lit		3 pcs						
	All Purpose cleaning brush with comfort grip		3 pcs						
	Raincoat, 2-pair set		150 sets						
	Boots, Rubber, Medium		150 pairs						
	Face Mask, 50's, 3 ply		340 boxes						
	Bathroom Bowl Liquid Cleaner, 1L		11 bottles						
	Bathroom Deodorizer, Lemon or Orchid Scent, 100g		15 pcs						
	TOTAL FOR LOT 2								
	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]

WOODEN STAMP DESIGN (10 pcs.)

FFRS Encoded – 9 pcs.

FFRS ENCODED
Name: _____
Date: _____

NFFIS Encoded – 1 pc.

NFFIS ENCODED
Name: _____
Date: _____