



[ITB-143-21] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1- OTHER SUPPLIES, LOT 2- OFFICE SUPPLIES FOR IMPLEMENTATION OF DA 5 RAED AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED FORTY THOUSAND TWO HUNDRED NINETY PESOS (PHP340,290.00) 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
	<b>LOT 1- OTHER SUPPLIES</b>		
2 units	Exhaust Fan 12" indicated in the product name is the blade diameter, not the installation dimension Splicing is needed for installation Plug is not included in the box 100% pure copper motor Anti-vibration mounting Equipped with thermal fuse Self-lubricating motor	3,000.00	6,000.00
2 pcs	Cauldron (big) Cookware Diameter - 48cm, Cookware Capacity - 3.1L & Up, Cookware Features Includes Lid, Dishwasher Safe, Helper Handle, Eco-Friendly	3,000.00	6,000.00
2 pcs	Frying Pan (big) Double Handle - 63.9cm, Stainless	1,800.00	3,600.00
2 pcs	Non-Stick Frying Pan (24cm) Lightweight yet sturdy Excellent even cooking and temperature control Great heat retention Impressive non-stick Good value	2,800.00	5,600.00
2 pcs	Dish Strainer - Rack Stainless, 3 Layers, H61cm x W57.5cm, Stainless	2,800.00	5,600.00
1 set	Knife Sets 13 pc knife set, 1 x carving knife 1 x Rock and Chef 1 x Chop and Scoop 1 x filet knife 1 x cheese knife 1 x paring knife 1 x pair of kitchen shears 4 x steak knives 2 x slicers	2,500.00	2,500.00
2 pcs	Chopping board Bamboo wood + stainless steel Color: brown, light brown (random)Size: 34cm x 1.7cm x 24cmDesign: arc corners	350.00	700.00
35 gal.	Alcohol with Moisturizer, 70% solution, Isopropyl Alcohol	850.00	29,750.00
100 boxes	Surgical Face Mask, disposable protective mask, 3 ply, 50pcs per box	150.00	15,000.00
6 units	Automatic Hand Sanitizer Dispenser, Alcohol Spray Dispenser by Infrared Induction, Touchless Hand Sanitizer Dispenser, 500 ml	850.00	5,100.00
10 packs	Toilet Tissue Paper 2-plys sheets, 150 pulls, 12 rolls in a pack	250.00	2,500.00
11 bottles	Mosquito Spray Insect killer, 750 ml	150.00	1,650.00
10 packs	AA Battery, 4pcs per pack	200.00	2,000.00
	<b>TOTAL FOR LOT 1</b>		<b>86,000.00</b>





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

<b>LOT 2- OFFICE SUPPLIES</b>			
16 carts.	Toshiba(e-studio2303A) Toner, (T-2309c)	7,500.00	120,000.00
18 carts.	HP Toner Cartridge, Laser Jet MFP M436nda (56A)	4,000.00	72,000.00
37 tube	Ordinary Ballpen, 50 pcs per tube, black	250.00	9,250.00
37 tube	Ordinary Ballpen, 50 pcs per tube, blue	250.00	9,250.00
99 pcs	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	35.00	3,465.00
98 pcs	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	35.00	3,430.00
30 boxes	Metal Paper Fastener, non-sharp edge, 50 sets, holds document 2" thick, hole to hole: 7cm.	250.00	7,500.00
49 boxes	Staple wire # 35	55.00	2,695.00
9 pcs	Expanding File Folder - Folio, Designed for helping you to keep your items neatly sorted into sections which are identified for quick access -5 expandable pockets design and each pocket provides large amount of space -Not easy to break and deformation -With button closure to ensure security, which can prevent the files from falling out when moving -Lightweight & portable, practical to use -Material: High quality PP -Optional Color: Black, Sky Blue, Yellow, Purple, Green, Pink, Beige, Blue, Cyan, Red (As Pictures Show) -Dimension: 32.5 * 23.6 * 1.8 cm. (Approx.) -Package Contents: 1 x Expanding File Folder	200.00	1,800.00
100 boxes	CLIP, backfold, 19mm, 12pcs/box	80.00	8,000.00
<b>Total</b>			<b>237,390.00</b>
20 pcs	T664 Epson Ink, Cyan	332.00	6,640.00
20 pcs	T664 Epson Ink, Black	333.00	6,660.00
9 pcs	003 Epson Ink, Black	400.00	3,600.00
<b>Total</b>			<b>16,900.00</b>
<b>TOTAL FOR LOT 2</b>			<b>₱ 254,290.00</b>
<b>GRAND TOTAL</b>			<b>₱ 340,290.00</b>

The agency intends to apply the amount Three Hundred Forty Thousand Two Hundred Ninety Pesos (Php340,290.00) 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 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.





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

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 3<sup>rd</sup> 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- OTHER SUPPLIES, LOT 2- OFFICE SUPPLIES FOR IMPLEMENTATION OF DA 5 RAED*

**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)
	<b>LOT 1- OTHER SUPPLIES</b>								
	Exhaust Fan 12" indicated in the product name is the blade diameter, not the installation dimension Splicing is needed for installation Plug is not included in the box 100% pure copper motor Anti-vibration mounting Equipped with thermal fuse Self-lubricating motor		2 units						
	Cauldron (big) Cookware Diameter - 48cm, Cookware Capacity - 3.1L & Up, Cookware Features Includes Lid, Dishwasher Safe, Helper Handle, Eco-Friendly		2 pcs						
	Frying Pan (big) Double Handle - 63.9cm, Stainless		2 pcs						
	Non-Stick Frying Pan (24cm) Lightweight yet sturdy Excellent even cooking and temperature control Great heat retention Impressive non-stick Good value		2 pcs						

Dish Strainer - Rack Stainless, 3 Layers, H61cmx W57.5cm, Stainless		2 pcs						
Knife Sets 13 pc knife set, 1 x carving knife 1 x Rock and Chef 1 x Chop and Scoop 1 x filet knife 1 x cheese knife 1 x paring knife 1 x pair of kitchen shears 4 x steak knives 2 x slicers		1 set						
Chopping board Bamboo wood + stainless steel Color: brown, light brown (random)Size: 34cmx 1.7cm x 24cmDesign: arc corners		2 pcs						
Alcohol with Moisturizer, 70% solution, Isopropyl Alcohol		35 gal.						
Surgical Face Mask, disposable protective mask, 3 ply, 50pcs per box		100 boxes						
Automatic Hand Sanitizer Dispenser, Alcohol Spray Dispenser by Infrared Induction, Touchless Hand Sanitizer Dispenser, 500 ml		6 units						
Toilet Tissue Paper 2-plys sheets, 150 pulls, 12 rolls in a pack		10 packs						
Mosquito Spray Insect killer, 750 ml		11 bottles						
AA Battery, 4pcs per pack		10 packs						
<b>TOTAL FOR LOT 1</b>								

LOT 2- OFFICE SUPPLIES									
	Toshiba(e-studio2303A) Toner, (T-2309c)		16 carts.						
	HP Toner Cartridge, Laser Jet MFP M436nda (56A)		18 carts.						
	Ordinary Ballpen, 50 pcs per tube, black		37 tube						
	Ordinary Ballpen, 50 pcs per tube, blue		37 tube						
	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip		99 pcs						
	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip		98 pcs						
	Metal Paper Fastener, non-sharp edge, 50 sets, holds document 2" thick, hole to hole: 7cm.		30 boxes						
	Staple wire # 35		49 boxes						
	Expanding File Folder - Folio, Designed for helping you to keep your items neatly sorted into sections which are identified for quick access -5 expandable pockets design and each pocket provides large amount of space -Not easy to break and deformation -With button closure to ensure security, which can prevent the files from falling out when moving -Lightweight & portable, practical to use -Material: High quality PP -Optional Color: Black, Sky Blue, Yellow, Purple, Green, Pink, Beige, Blue, Cyan, Red (As Pictures Show) -Dimension: 32.5 * 23.6 * 1.8 cm. (Approx.) -Package Contents: 1 x Expanding File Folder		9 pcs						

	CLIP, backfold, 19mm, 12pcs/box		100 boxes						
	T664 Epson Ink, Cyan		20 pcs						
	T664 Epson Ink, Black		20 pcs						
	003 Epson Ink, Black		9 pcs						
	<b>TOTAL FOR LOT 2</b>								
	<b>GRAND TOTAL</b>								

\_\_\_\_\_ *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]*