



Republic of the Philippines  
 DEPARTMENT OF AGRICULTURE  
 Regional Field Office No.5  
 San Agustin, Pili, Camarines Sur, 4418  
<http://bicol.da.gov.ph>

**REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF: LOT 1 – OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES & MATERIALS TO BE USE AT REGULATORY DIVISION WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED EIGHTY-EIGHT THOUSAND AND EIGHTY-FOUR PESOS ONLY (P 188,084.00) 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 suppliers to submit complete bid proposal for the ff:

PARTICULAR	QTY	UNIT	UNIT PRICE	TOTAL ABC
<b>LOT 1 – OFFICE SUPPLIES</b>				
Book Paper, S-24, Size: Short/letter	50	reams	285.00	14,250.00
Book Paper, S-24, size: A4	40	reams	300.00	12,000.00
Book Paper, S-24, Size: 8.5x13/ legal	50	reams	300.00	15,000.00
Expanding Envelope (long)	2	doz	300.00	600.00
Expanding Folder (long)	2	doz	198.00	396.00
Folder (Short, Ordinary), brown	1	doz	66.00	66.00
Folder (long, Ordinary) brown	5	doz	78.00	390.00
Folder (long, Ordinary) white	10	doz	78.00	780.00
Clearbook Portfolio, Long/Portrait	20	pcs	85.00	1,700.00
Molar box w/ cover	12	pcs	495.00	5,940.00
Sign Pen, Black, liquid/gel ink, 1.0mm broad/large (V-10 grip)	2	boxes	1,500.00	3,000.00
Sign Pen, Black, liquid/gel ink, 0.5mm	10	boxes	300.00	3,000.00
Sign Pen, Blue, liquid/gel ink, 0.5mm	10	boxes	300.00	3,000.00
Sign Pen, Green, liquid/gel ink, 0.5mm	1	boxes	300.00	300.00
Pencil, lead, with eraser, 12 doz per box	2	boxes	85.00	170.00
Paper Fastener (Prince)	10	boxes	35.00	350.00
Staple wire, No. 35	10	boxes	38.00	380.00
Photopaper	2	packs	150.00	300.00
Correction Fluid (Metal Tip)	2	doz	456.00	912.00
Correction tape, in individual plastic	30	pcs	55.00	1,650.00
Whiteboard Marker, black	10	pcs	46.00	460.00
Permanent Marker, Broad type, Black	10	pcs	45.00	450.00
Permanent Marker, Broad type, Blue	10	pcs	45.00	450.00
Permanent Marker, Fine type, Black	10	pcs	45.00	450.00
Highlighting pen/Stabilo yellow green	36	pcs	40.00	1,440.00
Sticky Notes, 3x3, pastel colors	30	pcs	300.00	9,000.00
Tape dispenser, heavy duty big core	6	pcs	485.00	2,910.00
Paper, specialty, board, 220 gsm, pack, legal, off white color	30	packs	175.00	5,250.00
Paper, specialty, 500 sheets, off white color, legal	2	ream	1,200.00	2,400.00
Glue Gun (large), heavy duty	2	pcs	200.00	400.00
Glue Stick (large), heavy duty	2	doz	300.00	600.00
Stapler w/ remover #35, HEAVY DUTY	6	pcs	349.00	2,094.00
Paper Clips (small), vinyl	12	boxes	25.00	300.00
Paper Clips (large), vinyl	12	boxes	30.00	360.00
Paper Puncher, HD, with 2-holes	4	pcs	320.00	1,280.00
Desk Pencil Sharpener, heavy duty/Carl Pencil Sharpener	4	pcs	650.00	2,600.00
Multipurpose Scissors, durable, 8-10in	2	pcs	360.00	720.00
Multipurpose Glue ( <i>pref. Elmer's Glue</i> ) 240g	12	pcs	165.00	1,980.00
Scotch Tape 1in	10	doz	240.00	2,400.00
Scotch Tape 2in	5	doz	780.00	3,900.00
Masking Tape 1in	2	doz	300.00	600.00

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Masking Tape 2in	2	doz	816.00	1,632.00
Plastic Ruler, 12in	6	pcs	25.00	150.00
<b>TOTAL LOT 1:</b>				<b><u>P 106,010.00</u></b>
<b>LOT 2: OTHER SUPPLIES &amp; MATERIALS</b>				
Surgical Mask, 50/box	30	boxes	350.00	10,500.00
Tissue Roll (2 Ply)	10	doz	165.00	1,650.00
Flat Packed Tissue (3ply), 190 pulls	10	boxes	125.00	1,250.00
Ethyl Alcohol 1gal, 70%	20	gal	725.00	14,500.00
Ethyl Alcohol 500ml, 70%	12	gal	120.00	1,440.00
Battery AA, (rechargeable) <i>pref. energizer</i>	1	doz	2,700.00	2,700.00
Battery AA, longlasting <i>pref. energizer</i>	5	doz	980.00	4,900.00
Battery AAA, longlasting <i>pref. energizer</i>	2	doz	980.00	1,960.00
Bedcover (set of fitted sheet, blanket / pillowcase), size:semi double	1	set	2,500.00	2,500.00
Fluorescent LED Bulb 20w (21-inch long)	26	pcs	365.00	9,490.00
LED Bulb 10w	20	pcs	85.00	1,700.00
Dustpan, heavy duty	2	pcs	250.00	500.00
Soft Broom	6	pcs	250.00	1,500.00
Hard Broom	4	pcs	75.00	300.00
Doormat, cloth	20	pcs	50.00	1,000.00
Floor mop, tornado, big, heavy duty	2	pcs	3,000.00	6,000.00
Zip Lock (946ml), 25's/box	6	boxes	220.00	1,320.00
Trash bag (10's/roll)-medium size	36	rolls	150.00	5,400.00
Multi-Insect Killer Spray (Baygon, 500ml)	6	cans	528.00	3,168.00
Disinfectant/deodorizer Spray (Lysol, 340g)	6	cans	485.00	2,910.00
Hand soap (safeguard)	12	pcs	38.00	456.00
Liquid Hand Soap 500ml	12	liters	185.00	2,220.00
Detergent powder sachets, 75g	5	doz	120.00	600.00
Dishwashing Liquid, 2-Liter container	6	gal	350.00	2,100.00
Cleaning Brush/hand brush	4	pcs	25.00	100.00
Floor Brush (long-handled), heavy duty	2	pcs	150.00	300.00
Dipper/Tabo, heavy duty	4	pcs	95.00	380.00
Steelwool	6	pcs	85.00	510.00
Sponge scrub pad (3x4 inches)	12	pcs	60.00	720.00
<b>TOTAL LOT 2:</b>				<b><u>P 82,074.00</u></b>
<b>GRAND TOTAL</b>				<b><u>P 188,084.00</u></b>

For Supply and Delivery of: **SUPPLY AND DELIVERY OF: LOT 1 – OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES TO BE USE AT REGULATORY.** The Agency intends to apply the amount of **ONE HUNDRED EIGHTY-EIGHT THOUSAND AND EIGHTY-FOUR PESOS ONLY (P 188,084.00)** as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One million (Php 1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Small-Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such: **BONING'S TRADING**, Naga City; **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur and **BODEGA GLASSWARE**, Naga City are hereby requested to submit the following documents:



*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. Attached Pictures/Brochure

The bidders are required to pay Php500.00 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 of January 21, 2022 at 3rd Floor, Sta. Catalina Hall, FOD 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](mailto:bacrfo5@gmail.com). DA-BAC Secretariat Office.

9 January 2022, 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]*

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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;

[Type here]

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]*

[Type here]

**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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
(Name and Signature of Bidder or  
Authorized Representative)

\_\_\_\_\_  
Date of Bidding

\_\_\_\_\_  
(Address and Telephone No.)

[Type here]

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## FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

**SUPPLY AND DELIVERY OF: LOT 1 – OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES & MATERIALS TO BE USE AT REGULATORY DIVISION (ABC – 188,084.00)**

**Name of Project:**

**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)
	<b>LOT 1 – OFFICE SUPPLIES</b>									
	Book Paper, S-24, Size: Short/letter		50	reams						
	Book Paper, S-24, size: A4		40	reams						
	Book Paper, S-24, Size: 8.5x13/ legal		50	reams						
	Expanding Envelope (long)		2	doz						
	Expanding Folder (long)		2	doz						
	Folder (Short, Ordinary), brown		1	doz						
	Folder (long, Ordinary) brown		5	doz						
	Folder (long, Ordinary) white		10	doz						
	Clearbook Portfolio, Long/Portrait		20	pcs						
	Molar box w/ cover		12	pcs						
	Sign Pen, Black, liquid/gel ink, 1.0mm broad/large (V-10 grip)		2	boxes						
	Sign Pen, Black, liquid/gel ink, 0.5mm		10	boxes						
	Sign Pen, Blue, liquid/gel ink, 0.5mm		10	boxes						





Sign Pen, Green, liquid/gel ink, 0.5mm		1	boxes					
Pencil, lead, with eraser, 12 doz per box		2	boxes					
Paper Fastener (Prince)		10	boxes					
Staple wire, No. 35		10	boxes					
Photopaper		2	packs					
Correction Fluid (Metal Tip)		2	doz					
Correction tape, in individual plastic		30	pcs					
Whiteboard Marker, black		10	pcs					
Permanent Marker, Broad type, Black		10	pcs					
Permanent Marker, Broad type, Blue		10	pcs					
Permanent Marker, Fine type, Black		10	pcs					
Highlighting pen/Stabilo yellow green		36	pcs					
Sticky Notes, 3x3, pastel colors		30	pcs					
Tape dispenser, heavy duty big core		6	pcs					
Paper, specialty, board, 220 gsm, pack, legal, off white color		30	packs					
Paper, specialty, 500 sheets, off white color, legal		2	ream					
Glue Gun (large), heavy duty		2	pcs					
Glue Stick (large), heavy duty		2	doz					
Stapler w/ remover #35, HEAVY DUTY		6	pcs					
Paper Clips (small), vinyl		12	boxes					
Paper Clips (large), vinyl		12	boxes					
Paper Puncher, HD, with 2-holes		4	pcs					
Desk Pencil Sharpener, heavy duty/Carl Pencil Sharpener		4	pcs					
Multipurpose Scissors, durable, 8-10in		2	pcs					
Multipurpose Glue (pref. Elmer's Glue) 240g		12	pcs					
Scotch Tape 1in		10	doz					
Scotch Tape 2in		5	doz					
Masking Tape 1in		2	doz					
Masking Tape 2in		2	doz					
Plastic Ruler, 12in		6	pcs					
<b>TOTAL LOT 1:</b>								

LOT 2: OTHER SUPPLIES & MATERIALS									
Surgical Mask, 50/box		30	boxes						
Tissue Roll (2 Ply)		10	doz						
Flat Packed Tissue (3ply), 190 pulls		10	boxes						
Ethyl Alcohol 1gal, 70%		20	gal						
Ethyl Alcohol 500ml, 70%		12	gal						
Battery AA, (rechargeable) <i>pref. energizer</i>		1	doz						
Battery AA, longlasting <i>pref. energizer</i>		5	doz						
Battery AAA, longlasting <i>pref. energizer</i>		2	doz						
Bedcover (set of fitted sheet, blanket / pillowcase), size:semi double		1	set						
Fluorescent LED Bulb 20w (21-inch long)		26	pcs						
LED Bulb 10w		20	pcs						
Dustpan, heavy duty		2	pcs						
Soft Broom		6	pcs						
Hard Broom		4	pcs						
Doormat, cloth		20	pcs						
Floor mop, tornado, big, heavy duty		2	pcs						
Zip Lock (946ml), 25's/box		6	boxes						
Trash bag (10's/roll)-medium size		36	rolls						
Multi-Insect Killer Spray (Baygon, 500ml)		6	cans						
Disinfectant/deodorizer Spray (Lysol, 340g)		6	cans						
Hand soap (safeguard)		12	pcs						
Liquid Hand Soap 500ml		12	liters						
Detergent powder sachets, 75g		5	doz						
Dishwashing Liquid, 2-Liter container		6	gal						
Cleaning Brush/hand brush		4	pcs						
Floor Brush (long-handled), heavy duty		2	pcs						
Dipper/Tabo, heavy duty		4	pcs						

	Steelwool		6	pcs						
	Sponge scrub pad (3x4 inches)		12	pcs						
	<b>TOTAL LOT 2:</b>									
	<b>GRAND TOTAL</b>									

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

\_\_\_\_\_  
 (in the capacity of)  
 \_\_\_\_\_

