

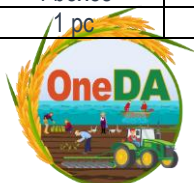


Republic of the Philippines  
 DEPARTMENT OF AGRICULTURE  
 Regional Field Office No.5  
 San Agustin, Pili, Camarines Sur, 4418  
<http://bicol.da.gov.ph>

**[SVP-06-2022] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING AND SUPPLIES FOR USE DURING THE CONDUCT OF ADDITIONAL TRAININGS AND ACTIVITIES IN PREPARATION FOR ISO 3<sup>RD</sup> PARTY CERTIFICATION AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED FIFTY THREE THOUSAND SIX HUNDRED THIRTY FIVE PESOS (PHP453,635.00) 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 quotation for the ff:

QTY	PARTICULARS	UNIT COST	TOTAL COST
	<b>LOT 1- Catering services for trainings and Other Activities</b>		
72 pax	A. Catering for Validation of the context of the organization (72 pax for 2 days : 2 snacks and 1 lunch)	355.00	<b>51,120.00</b>
60 pax	B. Catering for Actual implementation of Internal Audit process (60 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>21,300.00</b>
63 pax	C. Catering for Finalization of Internal Audit & Management Review (63 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>222,365.00</b>
150 pax	D. Catering for Conduct system audit to verify records of implementation (150 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>53,250.00</b>
150 pax	E. Catering for Verification on implemented corrective actions of the nonconformances detected during the system audit (150 pax for 3 days : 2 snacks and 1 lunch)	355.00	<b>159,750.00</b>
150 pax	F. Catering for Pre assessment – Final dry run (150 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>53,250.00</b>
60 pax	G. Catering for Pre assessment – Final dry run (60 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>21,300.00</b>
60 pax	H. Catering for Certification audit – Final audit by 3rd party auditors (60 pax for 1 day : 2 snacks and 1 lunch)	355.00	<b>21,300.00</b>
	<b>Lot 1 - Sub Total</b>		<b>403,635.00</b>
	<b>LOT 2 - Supply and Delivery of Various Materials for Training</b>		
13 boxes	Bond paper long	230.00	2,990.00
10 bottles	Ink black Epson 003	374.00	3,740.00
10 bottles	Ink yellow Epson 003	374.00	3,740.00
10 bottles	Ink magenta Epson 003	374.00	3,740.00
10 bottles	Ink blue Epson 003	374.00	3,740.00
60 pcs	Folder long	70.00	4,200.00
60 pcs	Expanding folder long	114.00	6,840.00
60 pcs	Expanding envelope long	102.00	6,120.00
3 boxes	Ordinary ballpen	130.00	390.00
3 boxes	Sign pen black	316.00	948.00
8 packs	Post it note	35.00	280.00
2 pcs	Scotch tape dispenser regular	360.00	720.00
15 pcs	Scotch tape	25.00	375.00
1 boxes	Pentel pen	28.00	28.00
15 pcs	Log book	45.00	675.00
13 pcs	Molar file	110.00	1,430.00
2 boxes	Pencil	72.00	144.00
8 pcs	Correction tape	30.00	240.00
10 pcs	Molar box	495.00	4,950.00
4 boxes	Staple wire	50.00	200.00
2 pcs	Calculator	800.00	1,600.00
3 pcs	Stapler with remover	341.00	1,023.00
1 bottle	Stamp pad ink	100.00	100.00
3 boxes	Fastener metal	65.00	195.00
4 boxes	Paper clip small	11.00	44.00
4 boxes	Paper clip big	28.00	112.00
1 pc	Paper cutter wood	1,210.00	1,210.00



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 with prosperous farmers and fisherfolk



4 pcs	Sticker paper long	40.00	160.00
2 pcs	Double sided tape 1 inch	33.00	66.00
		<b>Lot 2 Sub Total</b>	<b>50,000.00</b>
		<b>GRAND TOTAL</b>	<b>₱453,635.00</b>

The agency intends to apply the amount Four Hundred Fifty Three Thousand Six Hundred Thirty Five Pesos (Php453,635.00) 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, **For Lot 1- JEANINE'S EATERY, CHONA'S CATERING and ANJOE CATERING SERVICES;**

**For Lot 2 – RFK GENERAL MERCHANDISE, ERIVAN GENERAL MERCHANDISE, ALLAN JUSTINE GENERAL MERCHANDISE** 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 for Lot 1
8. Pictures for 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.

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than **1:30 in the afternoon of 24 January 2022** at the 3rd Floor, Sta Catalina 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.

January 19, 2022 San Agustin, Pili, Camarines Sur.

**LUZ R. MARCELINO**  
RTD for Operations  
BAC Chairperson



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*with prosperous farmers and fisherfolk*



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 unitprice.

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**

**THE CATERING AND SUPPLIES FOR USE DURING THE CONDUCT OF ADDITIONAL TRAININGS  
AND ACTIVITIES IN PREPARATION FOR ISO 3<sup>RD</sup> PARTY CERTIFICATION**

Name of Project:

Name of Bidder /

Authorized Representative: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	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- Catering services for trainings and Other Activities</b>								
A.	Catering for Validation of the context of the organization (72 pax for 2 days : 2 snacks and 1 lunch)		72 pax						
B.	Catering for Actual implementation of Internal Audit process (60 pax for 1 day : 2 snacks and 1 lunch)		60 pax						
C.	Catering for Finalization of Internal Audit & Management Review (63 pax for 1 day : 2 snacks and 1 lunch)		63 pax						
D.	Catering for Conduct system audit to verify records of implementation (150 pax for 1 day : 2 snacks and 1 lunch)		150 pax						
E.	Catering for Verification on implemented corrective actions of the nonconformances detected during the system audit (150 pax for 3 days : 2 snacks and 1 lunch)		150 pax						
F.	Catering for Pre assessment – Final dry run (150 pax for 1 day : 2 snacks and 1 lunch)		150 pax						
G.	Catering for Pre assessment – Final dry run (60 pax for 1 day : 2 snacks and 1 lunch)		60 pax						
H.	Catering for Certification audit – Final audit by 3rd party auditors (60 pax for 1 day : 2 snacks and 1 lunch)		60 pax						
	<b>Lot 1 - Sub Total</b>								

LOT 2 - Supply and Delivery of Various Materials for Training									
Bond paper long			13 boxes						
Ink black epson 003			10 bottles						
Ink yellow epson 003			10 bottles						
Ink magenta epson 003			10 bottles						
Ink blue epson 003			10 bottles						
Folder long			60 pcs						
Expanding folder long			60 pcs						
Expanding envelope long			60 pcs						
Ordinary ballpen			3 boxes						
Sign pen black			3 boxes						
Post it note			8 packs						
Scotch tape dispenser regular			2 pcs						
Scotch tape			15 pcs						
Pentel pen			1 boxes						
Log book			15 pcs						
Molar file			13 pcs						
Pencil			2 boxes						
Correction tape			8 pcs						
Molar box			10 pcs						
Staple wire			4 boxes						
Calculator			2 pcs						
Stapler with remover			3 pcs						
Stamp pad ink			1 bottle						
Fastener metal			3 boxes						
Paper clip small			4 boxes						
Paper clip big			4 boxes						
Paper cutter wood			1 pc						
Sticker paper long			4 pcs						

	Double sided tape 1 inch		2 pcs						
	<b>Sub Total</b>								
	<b>GRAND TOTAL</b>								<b>₱</b>

\_\_\_\_\_

*[ Signature ]*

\_\_\_\_\_

*[ in the capacity of ]*

*Duly authorized to sign Bid for and on behalf of*

\_\_\_\_\_

## **MENU**

### **AM SNACKS**

BAKED MAC  
GARLIC BREAD  
DEL MONTE 4

### **LUNCH**

BEEF STEAK  
FISH FILLET  
CHOPSEUY  
RICE  
FRUITS  
WATER

### **PM SNACKS**

TUNA PASTA  
TOASTED BREAD  
MELON SHAKE

# 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;

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]*