



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES FOR CAMARINES SUR, LOT 2- FOOD AND ACCOMMODATION IN NAGA CITY, LOT 3- FOOD AND ACCOMMODATION IN CATANDUANES, LOT 4- TRAINING SUPPLIES, LOT 5- DEMO MATERIALS AND LOT 6- VAN RENTAL, FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION CY 2022 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED FIVE THOUSAND EIGHT HUNDRED THIRTY PESOS (P405,830.00) 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:

DESCRIPTION		UNIT PRICE	TOTAL COST
LOT 1 – CATERING SERVICES(SAN AGUSTIN PILI, CAMARINES SUR)			
1. IN-HOUSE REVIEW AND FINALIZATION OF FY 2023 BUDGET EXECUTION DOCUMENTS (BEDs)1, 2 AND 3 OF GASS, STO AND IMPLEMENTATION OF VARIOUS SUPPORT SERVICES OF DA RFO 5 AM SNACKS, LUNCH , PM SNACKS	50 PAX	355.00	17,750.00
2. TRAINING ON IDOFS FOR IP WOMEN AND FARM YOUTH (APRIL 12, 2022) PROPOSAL (FEB.24,2022) BREAKFAST AND DINNER AM SNACKS, LUNCH & PM SNACKS AM SNACKS, LUNCH, PM SNACK/DINNER	15PAX 35PAX	450.00 500.00	6,750.00 17,500.00
3. TRAINING ON FRUITJUICES IN WINE MAKING FOR RURAL WOMEN AND FARM YOUTH (APRIL 27, 2022) BREAKFAST AND DINNER AM SNACKS, LUNCH & PM SNACKS	10PAX 35PAX	350.00 400.00	3,500.00 14,000.00
TOTAL LOT 1			<u>P 59,500.00</u>
LOT 2 - CATERING SERVICES & ACCOMMODATION (NAGA CITY)			
CY 2022 MID-YEAR AND YEAR END PROGRAM IMPLEMENTATION REVIEWS (JUL. 13-14 & DEC. 15-16,2022) BREAKFAST (DAY 1) AM SNACKS, LUNCH, PM SNACKS & DINNER (DAY 1) ACCOMMODATION (2 NIGHTS) BREAKFAST (DAY 2) AM SNACKS, LUNCH, PM SNACKS & DINNER (DAY 2)	15PAX 45PAX 15PAX 15PAX 45PAX	150.00 700.00 650.00 150.00 700.00	2,250.00 31,500.00 9,750.00 2,250.00 31,500.00
SUB-TOTAL: (2 activity) TOTAL LOT 2			77,250.00 <u>P 154,500.00</u>
LOT 3 - CATERING SERVICES & ACCOMMODATION (CATANDUANES)			
AWARDING OF AGRIPINAY LOAN CHEQUES AND MONITORING OF DA GAD PROJECTS (MAY 4, 2022) LUNCH, PM SNACKS & DINNER (DAY 0) BREAKFAST, AM SNACKS, LUNCH, PM SNACKS & DINNER (DAY 1) BREAKFAST, AM SNACKS & LUNCH (DAY 2) ACCOMMODATION (2 NIGHTS)	10PAX 10PAX 10PAX 6PAX	650.00 950.00 550.00 1,800.00	6,500.00 9,500.00 5,500.00 10,800.00
TOTAL LOT 3			<u>P 32,300.00</u>





LOT 4- TRAINING SUPPLIES:			
STICKY NOTE 3"X3" ASSORTED COLOR	15PCS	160.00	2,400.00
PUSHPIN	12 BOX	20.00	240.00
STICKY NOTE 1"X3" ASSORTED COLOR	34 PCS	25.00	850.00
SIGNPEN 0.5 BLACK	20 BOX	350.00	7,000.00
PAPER CLIP (JUMBO)	8 BOX	35.00	280.00
FACEMASK 50'S	50 BOX	100.00	5,000.00
FACEMASK KN95 50PCS/BOX	10 BOX	750.00	7,500.00
ALCOHOL 500ML	45 PCS	100.00	4,500.00
PAPER, Multi-COPY A4, 70gsm	20 RMS	220.00	4,400.00
PAPER, Multi-COPY Letter, 70gsm	10 RMS	210.00	2,100.00
PAPER, Multi-COPY Legal size, 70gsm	43 RMS	220.00	9,460.00
TOTAL LOT 4			<u>P 43,730.00</u>
LOT 5- DEMO MATERIALS:			
WINE BOTTLES W/CAP 150MLX 60 PCS	60 PCS	150.00	9,000.00
WINE BOTTLES W/CAP 200ML, 60 PCS	60 PCS	150.00	9,000.00
WINE BOTTLES W/CAP 375ML X 60 PCS	60 PCS	150.00	9,000.00
ROUND CONTAINER GALLON @ 10 PCS	10 PCS	350.00	3,500.00
BASIN (STAINLESS)	10 PCS	450.00	4,500.00
KNIFE	30 PCS	100.00	3,000.00
BLENDER (1.5 GLASS JAR)	2 PCS	1,500.00	3,000.00
STRAINER	30 PCS	60.00	1,800.00
SPRINKLER	30PCS	200.00	6,000.00
HOE NO.H304	30PCS	390.00	11,700.00
SHOVEL	30PCS	400.00	12,000.00
RAKE (NO. R103)	30PCS	400.00	12,000.00
SEEDLING TRAY (24x12x3)	30PCS	110.00	3,300.00
TOTAL LOT 5			<u>P 87,800.00</u>
LOT6: VAN			
VAN RENTAL	1UNIT	6,000.00	6,000.00
VAN RENTAL	4UNITS	5,500.00	<u>22,000.00</u>
TOTAL			<u>P 28,000.00</u>
GRAND TOTAL			<u>P 405,830.00</u>

As such **Lot 1: CRYSTAL ANGEL CATERING SERVICES**, Camelia Homes, Naga City, **CHEF GEORGE**, Pili, Cam. Sur and **JEANINE'S EATERY**, Pili, C.S. ; **Lot 2: ROBIEDO,INC**, Naga City, **Avenue Plaza Hotel**, Magsaysa Ave. Naga City & **CARMEN HOTEL**, Naga City City, **Lot 3- RAKDELL INN**, Virac, Catanduanes, **RHAJ**, Virac, Catanduanes, **QUEEN MARICEL INN**, Virac, Catanduanes ; **Lot 4 & 5: RFK GENERAL MERCHANDISE**, Pili, Camarines Sur, **BONINGS TRADING**, Naga City, **MAGTUR GENERAL MERCHANDISE**, Cararayan, Naga City **Lot 6: DIOSA KOBI**, Pili Camarines Sur, **BENMAR**, Legazpi City, **AOL TRAVEL & TOURS** , Legazpi City and all interested bidders are hereby requested to submit the following documents:

1. Mayors Permit (updated or proof of renewal)
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. MENU(for Food)

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





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San Agustin, Pili, Camarines Sur, 4418
<http://bicol.da.gov.ph>

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 1:00PM of 28 February 2022 at 3rd Floor, Sta. Catalina Hall, Operations 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**. DA-BAC Secretariat Office.

17 February 2022, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
Chairperson, Bids and Awards Committee



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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;

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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]

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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 _____ 2022.

(Name and Signature of Bidder or
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

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For Goods Offered From Within the Philippines

Name of the Project: LOT 1- CATERING SERVICES FOR CAMARINES SUR, Lot 2 FOOD AND ACCOMMODATION IN NAGA CITY, LOT 3- FOOD AND ACCOMMODATION IN CATANDUANES, LOT 4- TRAINING SUPPLIES, LOT 5- DEMO MATERIALS AND LOT 6- VAN RENTAL, FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION

Name of Bidder: _____

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 costs 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)	
1	LOT 1 – CATERING SERVICES(SAN AGUSTIN PILI, CAMARINES SUR) 1. IN-HOUSE REVIEW AND FINALIZATION OF FY 2023 BUDGET EXECUTION DOCUMENTS (BEDs)1, 2 AND 3 OF GASS, STO AND IMPLEMENTATION OF VARIOUS SUPPORT SERVICES OF DA RFO 5 AM SNACKS, LUNCH , PM SNACKS 2. TRAINING ON IDOFS FOR IP WOMEN AND FARM YOUTH (APRIL 12, 2022) PROPOSAL (FEB.24,2022) BREAKFAST AND DINNER AM SNACKS, LUNCH & PM SNACKS AM SNACKS, LUNCH, PM SNACK/DINNER 3. TRAINING ON FRUITJUICES IN WINE MAKING FOR RURAL WOMEN AND FARM YOUTH (APRIL 27, 2022) BREAKFAST AND DINNER AM SNACKS, LUNCH & PM SNACKS		50 PAX 15PAX 35PAX 10PAX 35PAX							
GRAND TOTAL										

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



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Name of Bidder: _____

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 costs 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)
4	LOT 4- TRAINING SUPPLIES: STICKY NOTE 3"X3" ASSORTED COLOR PUSHPIN STICKY NOTE 1"X3" ASSORTED COLOR SIGNPEN 0.5 BLACK PAPER CLIP (JUMBO) FACEMASK 50'S FACEMASK KN95 50PCS/BOX ALCOHOL 500ML PAPER, Multi-COPY A4, 70gsm PAPER, Multi-COPY Letter, 70gsm PAPER, Multi-COPY Legal size, 70gsm TOTAL LOT 4		15PCS 12 BOX 34 PCS 20 BOX 8 BOX 50 BOX 10 BOX 45 PCS 20 RMS 10 RMS 43 RMS						
5	LOT 5- DEMO MATERIALS: WINE BOTTLES W/CAP 150MLX 60 PCS WINE BOTTLES W/CAP 200ML, 60 PCS WINE BOTTLES W/CAP 375ML X 60 PCS ROUND CONTAINER GALLON @ 10 PCS BASIN (STAINLESS) KNIFE BLENDER (1.5 GLASS JAR) STRAINER SPRINKLER HOE NO.H304 SHOVEL RAKE (NO. R103) SEEDLING TRAY (24x12x3) TOTAL LOT 5		60 PCS 60 PCS 60 PCS 10 PCS 10 PCS 30 PCS 2 PCS 30 PCS 30PCS 30PCS 30PCS 30PCS 30PCS						

_____ [signature] _____ [in the capacity of]
 Duly authorized to sign Bid for and on behalf of _____



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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 costs 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)
6	LOT6: VAN VAN RENTAL VAN RENTAL		1UNIT 4UNITS						
	TOTAL								

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



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