



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY LOT 1: OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES AND MATERIALS FOR USE AT CORN PROGRAM 2022 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED SIXTY-FIVE THOUSAND SEVEN HUNDRED EIGHTY-TWO PESOS (P 765,782.00) 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	QUANTITY	UNIT	UNIT PRICE	ABC TOTAL
lot 1: OFFICE SUPPLIES				
Book paper s20, short size(8.5"x11")	304	ream	250.00	76,000.00
Book paper s20, legal size(8.5"x13")	423	ream	260.00	109,980.00
Heavy duty scissor	2	doz	850.00	1,700.00
Folder, brown, long	50	pcs	6.00	300.00
Ballpen, Faber Castell, super smooth 50's	10	box	500.00	5,000.00
Gel pen, 0.03-Blue	100	pcs	30.00	3,000.00
Gel pen, 0.03-Black	100	pcs	30.00	3,000.00
Masking tape 1'	1	doz	420.00	420.00
Pentel pen,12's	11	doz	456.00	5,016.00
Molar file	2	pcs	190.00	380.00
Molar box w/ cover	8	pcs	495.00	3,960.00
clearbook, 20sheets	50	pcs	80.00	4,000.00
Binder Clip 51mm, 10pcs/box	20	box	50.00	1,000.00
Correction tape	150	pc	45.00	6,750.00
Brown Envelope, Long	3	doz	78.00	234.00
Sliding folder, Long	10	doz	190.00	1,900.00
Stapler, with remover, H.D.	24	pcs	350.00	8,400.00
Staple wire No. 35	22	box	60.00	1,320.00
Millimeter ruler	5	pcs	55.00	275.00
Scotch Tape 2"	20	box	40.00	800.00
Pencil	4	box	85.00	340.00
Paper fastener	41	pcs	55.00	2,255.00
Tape Dispenser	2	pcs	350.00	700.00
Cutter, SMALL	30	pcs	35.00	1,050.00
Pencil Sharpener	5	pcs	480.00	2,400.00
Whiteboard Marker, Black, 12pcs	2	box	660.00	1,320.00
Tape Duct 2"	10	pcs	150.00	1,500.00
Tape, Packing 3"	10	pcs	85.00	850.00
Notebook, 152x216mm, 50 leaves, good quality	390	pcs	50.00	19,500.00
Paper Clip, Big	20	box	50.00	1,000.00
Signpen, My Gel-Black, 12's	6	box	320.00	1,920.00
Brown Envelope, short	24	pcs	4.00	96.00
Manila paper	24	pcs	10.00	240.00
Cartolina, assorted colors	100	pcs	5.00	500.00
Post-It-Note, 3x3-Rainbow	10	pads	130.00	1,300.00
Board Paper short size , 500pcs	5	bx	1,300.00	6,500.00
Certificate Holder, Short	250	pc	50.00	12,500.00
Glue, big, 473ml size	5	bot	100.00	500.00
Photo Paper, A4	30	pack	150.00	4,500.00
TOTAL LOT 1:				P 292,406.00

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PARTICULAR	QUANTITY	UNIT	UNIT PRICE	ABC TOTAL
Lot 2: OTHER SUPPLIES / MATERIALS				
Alcohol, 70% Ethyl, 500mL	1000	btl	100.00	100,000.00
Detergent Soap, 1k/pack	85	pc	180.00	15,300.00
Wall clock	2	pc	995.00	1,990.00
Storage Box with wheels, 120 cap.	40	pc	995.00	39,800.00
Trash Bags (Large) (heavy duty)	5	pc	160.00	800.00
DustPan (Heavy Duty)	5	pc	150.00	750.00
Tissue 12 rolls per pack	195	pack	200.00	39,000.00
Slippers (M and L)	20	pair	100.00	2,000.00
lysol disinfectant (liquid)	10	pc	500.00	5,000.00
Surgical face mask 100s	215	box	200.00	43,000.00
Glade (air freshener, 280ml)	15	pc	300.00	4,500.00
surgical gloves	5	box	250.00	1,250.00
Raincoats	5	pc	1,000.00	5,000.00
Floor mat (cloth)	10	pc	250.00	2,500.00
microwave tupperware	150	pc	200.00	30,000.00
Poly etylene bags	100	pack	200.00	20,000.00
Laboratory gown	5	pc	2000.00	10,000.00
Extension Wire , 5m, 4outlets	10	pc	1000.00	10,000.00
Mop, Turnado w. ringer, h/d	2	set	1000.00	2,000.00
Nails, assorted, 2", 3" 2*(1ki each)	3	kl	150.00	450.00
Grass Cutter Blade	3	pc	570.00	1,710.00
Bath soap,pref. sg (pink) family size	50	pc	100.00	5,000.00
Diswashing liquid (joy),1ltrs	220	pack	120.00	26,400.00
Cotton, 200g, soft	10	pack	130.00	1,300.00
Face towel(good morning towel)	50	pc	50.00	2,500.00
Fine-pointed forceps	3	pc	500.00	1,500.00
Insect pins	154	pc	10.00	1,540.00
vials	100	pc	150.00	15,000.00
ethyl acetate(bootle)	2	pc	750.00	1,500.00
thermometer	2	pc	500.00	1,000.00
Rubber band, stationay no.18, 350gms	3	box	350.00	1,050.00
LED Bulb	5	pc	155.00	775.00
Sacks 50 kgs. Capacity	200	pc	26.00	5,200.00
Nylon #300	5	roll	500.00	2,500.00
Trash can	10	pc	300.00	3,000.00
Cotton 400gms.	3	pack	400.00	1,200.00
Soft broom	5	pc	200.00	1,000.00
Plastic twine	12	roll	118.00	1,416.00
Toilet brush with handle	5	pc	350.00	1,750.00
Dish Organizer, big	2	unit	2580.00	5,160.00
Plastic cover, 16 gauge	1	roll	6795.00	6,795.00
Molar Box w/ cover	10	pc	495.00	4,950.00
drinking glass	3	doz	550.00	1,650.00
Air Freshener in can (Assorted scents)	5	can	250.00	1,250.00
Sponge, HD, pc	50	pc	20.00	1,000.00
Doormat	6	pc	95.00	570.00
Bathroom cleaner 900ml	30	btl	350.00	10,500.00
Liquid Hand soap	30	btl	200.00	6,000.00
Rubberband, no. 18, 350gms	3	bx	350.00	1,050.00
Dust Pan	3	pcs	150.00	450.00
Tie wire	5	roll	100.00	500.00
Nails 4"	5	kl	100.00	500.00
Mug	3	doz	360.00	1,080.00
Saucer	3	doz	360.00	1,080.00
Spoon	3	doz	360.00	1,080.00
Fork	3	doz	360.00	1,080.00
Face Musk, Black, surgical	100	box	200.00	20,000.00
TOTAL OF LOT 2:				P 473,376.00
GRAND TOTAL-LOT 1 & 2:				P 765,782.00

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

For the **SUPPLY AND DELIVERY LOT 1: OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES AND MATERIALS**. The Agency intends to apply the amount of **SEVEN HUNDRED SIXTY-FIVE THOUSAND SEVEN HUNDRED EIGHTY-TWO PESOS (P 765,782.00)** as the Approved Budget for the Contract. **Partial bid in not allowed.**

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: **RFK GENERAL MERCHANDISE**, PILI, C.S. ; **ALLAN JUSTIN GENERAL MERCHANDISE**, Magarao, Cam. Sur and **NAZA KIAH**, San Jose, Goa, C.S. are hereby requested to submit the following documents:

1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration

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 March 4, 2022, at 3rd Floor, Sta. Catalina Hall, Operation 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.

22 February 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]

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:]*

[Type here]

[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 _____ 2020.

(Name and Signature of Bidder or
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

[Type here]

[Type here]

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

**SUPPLY AND DELIVERY LOT 1: OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES AND MATERIALS FOR USE AT
CORN PROGRAM 2022; P 765,782.00**

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)
	lot 1: OFFICE SUPLIES									
	Book paper s20, short size(8.5"x11")		304	ream						
	Book paper s20, legal size(8.5"x13")		423	ream						
	Heavy duty scissor		2	doz						
	Folder, brown, long		50	pcs						
	Ballpen, Faber Castell, super smooth 50's		10	box						
	Gel pen, 0.03-Blue		100	pcs						
	Gel pen, 0.03-Black		100	pcs						
	Masking tape 1'		1	doz						
	Pentel pen, 12's		11	doz						
	Molar file		2	pcs						
	Molar box w/ cover		8	pcs						
	clearbook, 20sheets		50	pcs						

Binder Clip 51mm, 10pcs/box		20	box						
Correction tape		150	pc						
Brown Envelope, Long		3	doz						
Sliding folder, Long		10	doz						
Stapler, with remover, H.D.		24	pcs						
Staple wire No. 35		22	box						
Millimeter ruler		5	pcs						
Scotch Tape 2"		20	box						
Pencil		4	box						
Paper fastener		41	pcs						
Tape Dispenser		2	pcs						
Cutter, SMALL		30	pcs						
Pencil Sharpener		5	pcs						
Whiteboard Marker, Black, 12pcs		2	box						
Tape Duct 2"		10	pcs						
Tape, Packing 3"		10	pcs						
Notebook, 152x216mm, 50 leaves, good quality		390	pcs						
Paper Clip, Big		20	box						
Signpen, My Gel-Black, 12's		6	box						
Brown Envelope, short		24	pcs						
Manila paper		24	pcs						
Cartolina, assorted colors		100	pcs						
Post-It-Note, 3x3-Rainbow		10	pads						
Board Paper short size , 500pcs		5	bx						
Certificate Holder, Short		250	pc						
Glue, big, 473ml size		5	bot						
Photo Paper, A4		30	pack						
TOTAL LOT 1:									

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)
	Lot 2: OTHER SUPPLIES / MATERIALS									
	Alcohol, 70% Ethyl, 500mL		1000	btl						
	Detergent Soap, 1k/pack		85	pc						
	Wall clock		2	pc						
	Storage Box with wheels, 120 cap.		40	pc						
	Trash Bags (Large) (heavy duty)		5	pc						
	DustPan (Heavy Duty)		5	pc						
	Tissue 12 rolls per pack		195	pack						
	Slippers (M and L)		20	pair						
	lysol disinfectant (liquid)		10	pc						
	Surgical face mask 100s		215	box						
	Glade (air freshener, 280ml)		15	pc						
	surgical gloves		5	box						
	Raincoats		5	pc						
	Floor mat (cloth)		10	pc						
	microwave tupperware		150	pc						
	Poly ethylene bags		100	pack						
	Laboratory gown		5	pc						
	Extension Wire , 5m, 4outlets		10	pc						
	Mop, Turnado w. ringer, h/d		2	set						
	Nails, assorted, 2", 3" 2*(1ki each)		3	kl						
	Grass Cutter Blade		3	pc						
	Bath soap,pref. sg (pink) family size		50	pc						
	Diswashing liquid (joy),1ltrs		220	pack						
	Cotton, 200g, soft		10	pack						
	Face towel(good morning towel)		50	pc						

Fine-pointed forceps	3	pc						
Insect pins	154	pc						
vials	100	pc						
ethyl acetate(bottle)	2	pc						
thermometer	2	pc						
Rubber band, stationay no.18, 350gms	3	box						
LED Bulb	5	pc						
Sacks 50 kgs. Capacity	200	pc						
Nylon #300	5	roll						
Trash can	10	pc						
Cotton 400gms.	3	pack						
Soft broom	5	pc						
Plastic twine	12	roll						
Toilet brush with handle	5	pc						
Dish Organizer, big	2	unit						
Plastic cover, 16 gauge	1	roll						
Molar Box w/ cover	10	pc						
drinking glass	3	doz						
Air Freshener in can (Assorted scents)	5	can						
Sponge, HD, pc	50	pc						
Doormat	6	pc						
Bathroom cleaner 900ml	30	btl						
Liquid Hand soap	30	btl						
Rubberband, no. 18, 350gms	3	bx						
Dust Pan	3	pcs						
Tie wire	5	roll						
Nails 4"	5	kl						
Mug	3	doz						
Saucer	3	doz						
Spoon	3	doz						
Fork	3	doz						
Face Musk, Black, surgical	100	box						
TOTAL OF LOT 2:								
Grand total lot 1 and 2:								

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

In the capacity of

A food-secure Philippines
with prosperous farmers and fisherfolk



A food-secure Philippines
with prosperous farmers and fisherfolk

