



**[SVP-15-2022] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING SERVICES FOR USE DURING THE CONDUCT OF VARIOUS MEETINGS AND QUARTERLY ASSESSMENT OF ADMINISTRATIVE AND FINANCE DIVISION UNDER GASS AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED TWENTY SIX THOUSAND PESOS (PHP426,000.00) 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:

ITEM NO	QTY	PARTICULARS	UNIT COST	TOTAL COST
		<b>Catering Services</b>		
1	660pax	A. Catering Services for the Weekly / Monthly/ Emergency Meeting (AM/PM Snacks and Lunch) March-June	350.00	231,000.00
2	300 pax	B. Catering Services for the Quarterly Assessment (Breakfast, AM/PM Snacks, Lunch and dinner)	650.00	195,000.00
		<b>GRAND TOTAL</b>		<b>₱426,000.00</b>

The agency intends to apply the amount **FOUR HUNDRED TWENTY SIX THOUSAND PESOS (₱426,000.00)** as the Approved Budget for the Contract. **Partial Bid is not 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 – JEANINES EATERY, MAF COOPERATIVE & CAM SUR MULTI PURPOSE COOPERATIVE;** and any other interested Bidders are hereby requested to submit the following documents;

1. Mayor’s Permit (or proof of renewal for 2022)
2. DTI /SEC Registration
3. PhilGeps Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Menu

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 **1:00 in the afternoon of 28 February 2022** at the 3rd 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.

February 24, 2022 San Agustin, Pili, Camarines Sur.

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





Republic of the Philippines  
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**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



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## WEEKLY/MONTHLY/EMERGENCY MEETING

### MENU

For the month of March - June 2022

DATE	AM SNACKS	LUNCH	PM SNACKS
<b>March 14, 2022</b>	Pansit Guisado	Rice	Champorado
<b>Good for 40 Pax</b>	Sinapot	Laing	Bread
	Softdrinks	Bicol Express	Bottled Mineral Water
		Lechon Kawali	
		Banana	
		Bottled Mineral Water	
<b>March 21, 2022</b>	Palabok	Rice	Bijon Guisado
<b>Good for 40 Pax</b>	Toasted Bread	Nilagang Baka	Sinapot
	Softdrinks	Fried Tuna	Pineapple Juice in Can
		Banana	
		Bottled Mineral Water	
<b>March 28, 2022</b>	Macaroni Soup	Rice	Big Hamburger
<b>Good for 45 Pax</b>	Bread	Igado	Fries
	Softdrinks	Fried Tilapia	Pineapple Juice in Can
		Banana	
		Bottled Mineral Water	
<b>April 04, 2022</b>	Big Turon	Rice	3 Layered Sandwich
<b>Good for 40 Pax</b>	Softdrinks	Sinigang na Baboy	Pineapple Juice in Can
		Laing	
		Banana	
		Bottled Mineral Water	
<b>April 11, 2022</b>	Macaroni Salad	Rice	Pansit Guisado
<b>Good for 40 Pax</b>	Empanada	Grilled Spare Ribs	Sinapot
	Pineapple Juice in Can	Mixed Veggies	Buco Juice
		Banana	
		Bottled Mineral Water	



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<b>April 18, 2022</b>			Bijon Guisado						
<b>Good for 40 Pax</b>	Big Hamburger	Rice							
	Pineapple Juice in Can	Paksiw na Baboy	Bread						
		Fish Lumpia	Softdrinks						
		Banana							
		Bottled Mineral Water							
<b>April 25, 2022</b>	Boiled Banana	Rice	Potato Salad						
<b>Good for 45 Pax</b>	Pineapple Juice in Can	Pork Adobo	Bread w/ Butter						
		Laing	Softdrinks						
		Orange							
		Bottled Mineral Water							
<b>May 02, 2022</b>	Bijon Guisado	Rice	Spaghetti						
<b>Good for 40 Pax</b>	Fried Banana	Fried Pusit	Bread						
	Pineapple Juice in Can	Giniling w/ Sitaw	Bottled Mineral Water						
		Adobong Gizzard							
		Banana							
		Bottled Mineral Water							
<b>May 09, 2022</b>	Pansit Guisado	Rice	Spaghetti						
<b>Good for 40 Pax</b>	Chicken Sandwich	Pork Hamonado	Bread						
	Pineapple Juice in Can	Fresh Lumpia	Softdrinks						
		Fried Tuna							
		Banana							
		Bottled Mineral Water							
<b>May 16, 2022</b>	Carbonara	Rice	Bijon Guisado						
<b>Good for 40 Pax</b>	Cake	Ginisang Sayote	Softdrinks						
	Softdrinks	Banana							
		Bottled Mineral Water							
<b>May 23, 2022</b>	Bijon Guisado	Rice	Clubhouse Sandwich						
<b>Good for 40 Pax</b>	Bread w/ Butter	Beef Steak	Softdrinks						
	Four Seasons Juice in Can	Okoy							
		Fruit Salad							
		Bottled Mineral Water							



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<b>May 30, 2022</b>	Macaroni Salad	Rice	Ginatan		
<b>Good for 45 Pax</b>	Garlic Bread	Giniling	Softdrinks		
	Softdrinks	Ginisang Ampalaya			
		Pineapple			
		Bottled Mineral Water			
<b>June 06, 2022</b>	Clubhouse Sandwich	Rice	Cassava Cake		
<b>Good for 40 Pax</b>	Softdrinks	Sinigang na Baboy	Mango Shake		
		Calamares			
		Bottled Mineral Water			
<b>June 13, 2022</b>	Canton Guisado	Rice	Moist Cake		
<b>Good for 40 Pax</b>	Toasted Bread	Cocidong Yellow Fin	Pineapple Juice in Can		
	Pineapple Juice in Can	Fried Chicken			
		Bottled Mineral Water			
<b>June 20, 2022</b>	Carbonara	Rice	Kalingking		
<b>Good for 40 Pax</b>	Cake	Chopsuey	Pineapple Juice in Can		
	Softdrinks	Adobong Manok			
		Guyabano Shake			
		Bottled Mineral Water			
<b>June 27, 2022</b>	Bijon Guisado	Rice	Clubhouse Sandwich		
<b>Good for 45 Pax</b>	Suman	Kinunot	Buco Juice		
	Mango Shake	Ampalaya			
		Barbeque			
		Fruit Salad			
		Bottled Mineral Water			

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
<b>March 28, 2022</b>	Big Turon	Rice	Champorado	Kalingking	Rice
<b>Good for 150 Pax</b>	Pineapple Juice in Can	Ampalaya Con Carne	Siopao	Softdrinks	Chicken Caldereta
<b>Quarterly Meeting</b>		Pork Steak	Bottled Mineral Water		Grilled Tuna
		Banana			Banana
		Bottled Mineral Water			Bottled Mineral Water





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	<b>BREAKFAST</b>	<b>AM SNACKS</b>	<b>LUNCH</b>	<b>PM SNACKS</b>	<b>DINNER</b>
<b>DATE</b>	Rice	2 pcs. Boiled Saba	Rice	Pancit Bato	Rice
<b>June 27, 2022</b>	Egg w/ Cheese	Pineapple Juice in Can	Beef Giniling	Bread	Adobong Natural
<b>Good for 150 Pax</b>	Hotdog		Sinigang na Fish	Softdrinks	Laing
<b>Quarterly Meeting</b>	Banana		Banana		Banana
	Bottled Mineral Water		Bottled Mineral Water		Bottled Mineral Water

Prepared by:

**ROMULO B. IBASCO**  
 Administrative Officer III



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## FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

### CATERING SERVICES FOR USE DURING THE CONDUCT OF VARIOUS MEETINGS AND QUARTERLY ASSESSMENT OF ADMINISTRATIVE AND FINANCE DIVISION UNDER GASS

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>Catering Services</b>								
1	A. Catering Services for the Weekly / Monthly/ Emergency Meeting (AM/PM Snacks and Lunch) March-June		660 pax						
2	B. Catering Services for the Quarterly Assessment (Breakfast, AM/PM Snacks, Lunch and dinner)		300 pax						
<b>GRAND TOTAL</b>								<b>₱</b>	

\_\_\_\_\_ [ Signature ]

\_\_\_\_\_ [ in the capacity of ]

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





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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;

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



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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*



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