



**(SVP-SAAD-27-2022) REQUEST TO SUBMIT PROPOSAL FOR THE SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE OF SAAD OFFICE FOR FY 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FIVE HUNDRED THOUSAND PESOS (PHP500,000.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Quantity	Particulars	Unit price	Total Price	
10	boxes	Binder Clips, 19mm, assorted colors	40.00	400.00
10	boxes	Binder Clips, 25mm, assorted colors	45.00	450.00
10	boxes	Binder Clips, 32mm, assorted colors	55.00	550.00
10	boxes	Binder Clips, 51mm, assorted colors	65.00	650.00
10	boxes	Fastener Metal	65.00	650.00
10	boxes	Paper File Fastener, long	385.00	3,850.00
10	boxes	Paper Clip, Big	35.00	350.00
10	boxes	Paper Clip, Small	20.00	200.00
10	pcs	Stapler with Staple Remover #35, HD	300.00	3,000.00
35	boxes	Staple wire #35	40.00	1,400.00
4	boxes	Staple Wire 13mm	100.00	400.00
4	boxes	Staple Wire for Gun Tacker	100.00	400.00
10	bots	Elmer's Glue 40g	45.00	450.00
10	bots	Elmer's Glue 130g	65.00	650.00
10	rolls	Masking Tape, 2"	80.00	800.00
15	rolls	Masking Tape, 1"	40.00	600.00
15	rolls	Scotch Tape, 1"	30.00	450.00
10	rolls	Scotch Tape, 2"	30.00	300.00
10	rolls	Packing Tape 100m, 3"	70.00	700.00
15	pcs	Correction Tape	35.00	525.00
5	rolls	Double Sided Glue Tape	65.00	325.00
10	pads	Sticky Note, 3x5	40.00	400.00
35	boxes	S-24 Long Bond Paper, 5 reams/box	1,600.00	56,000.00
25	boxes	S-24 A4 Bond Paper, 5 reams/box	1,450.00	36,250.00
5	boxes	S-24 Short Bond Paper, 5 reams/box	1,350.00	6,750.00
10	packs	Paper, Photopaper, High Glossy, A4	165.00	1,650.00
10	packs	Paper, Sticker, A4 Matte	50.00	500.00
20	pcs	Record book 300 pages	150.00	3,000.00
25	pcs	Ordinary Long Folder	15.00	375.00
20	pcs	Expanding Long Folder	15.00	300.00
15	pcs	Expanding Long Envelope	15.00	225.00
15	pcs	Data File Storage Box with cover	365.00	5,475.00
10	pcs	Star File Long Storage File Box with Cover	300.00	3,000.00
5	pcs	Archfile 3" 7cm A4/Short	100.00	500.00
5	pcs	Archfile 3" 7cm Legal	110.00	550.00
10	pcs	Multi-Tray	600.00	6,000.00
10	pcs	Multifunctional desk pen holder	100.00	1,000.00
20	boxes	Signpen 0.5, black	1,200.00	24,000.00
15	boxes	Signpen 0.5, blue	1,200.00	18,000.00
25	boxes	Signpen 0.7, black	1,500.00	37,500.00
15	boxes	Marker, Permanent, Broad, Black	1,500.00	22,500.00





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Regional Field Office No.5  
San Agustin, Pili, Camarines Sur, 4418  
<http://bicol.da.gov.ph>

5	boxes	Marker, Permanent, Broad, Blue	480.00	2,400.00
5	boxes	Pencil Sharpener, HD	480.00	2,400.00
10	pcs	Scissors, HD, big	300.00	3,000.00
25	pcs	Puncher, Large	65.00	1,625.00
5	pcs	Retractable Cutter, small, HD	185.00	925.00
15	pcs	Retractable Cutter, 18 5mm, HD	25.00	375.00
15	pcs	Ruler, Metal, 12"	250.00	3,750.00
15	pcs	Glue Gun, Small, HD	50.00	750.00
5	pcs	Glue Sticks, small	250.00	1,250.00
20	pcs	Glue Gun, Big, HD	15.00	300.00
5	pcs	Glue Sticks, big	350.00	1,750.00
20	pcs	Kyocera TK-7120	20.00	400.00
<b>GRAND TOTAL</b>				<b>P500,000.00</b>

**FOR USE OF SAAD OFFICE FOR FY 2022.** The Agency Intends to apply the amount of **FIVE HUNDRED THOUSAND PESOS (PHP500,000.00)** 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, **J-ONE GENERAL MERCHANDISE**, Pili, Camarines Sur, **RFK GEN. MDSE**, Pili, Camarines Sur; **and CATHY SILVA GENERAL MERCHANDISE**, Sipocot, Camarines Sur and all interested suppliers/bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or at least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return (2020)
5. Omnibus Sworn Statement (Revised)
6. BIR Registration
7. Pictures of product being offered

The bidders are required to pay Php500.00/per lot 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 10:00 in the morning of 23 March 2022 at 3<sup>rd</sup> Floor, Training 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 see or call BAC Secretariat, Legal Office, Tel. No. (054) 477-33-56.

18 March 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;

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*

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

GPPB Resolution No. 16-2020, dated 16 September 2020



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**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 \_\_\_\_\_ 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 project: **SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE OF SAAD OFFICE FOR FY 2022**

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)
	Binder Clips, 19mm, assorted colors		10	boxes					
	Binder Clips, 25mm, assorted colors		10	boxes					
	Binder Clips, 32mm, assorted colors		10	boxes					
	Binder Clips, 51mm, assorted colors		10	boxes					
	Fastener Metal		10	boxes					
	Paper File Fastener, long		10	boxes					
	Paper Clip, Big		10	boxes					
	Paper Clip, Small		10	boxes					
	Stapler with Staple Remover #35, HD		10	pcs					
	Staple wire #35		35	boxes					
	Staple Wire 13mm		4	boxes					
	Staple Wire for Gun Tacker		4	boxes					
	Elmer's Glue 40g		10	bots					
	Elmer's Glue 130g		10	bots					
	Masking Tape, 2"		10	rolls					
	Masking Tape, 1"		15	rolls					
	Scotch Tape, 1"		15	rolls					
	Scotch Tape, 2"		10	rolls					
	Packing Tape 100m, 3"		10	rolls					

	Correction Tape		15	pcs						
	Double Sided Glue Tape		5	rolls						
	Sticky Note, 3x5		10	pads						
	S-24 Long Bond Paper, 5 reams/box		35	boxes						
	S-24 A4 Bond Paper, 5 reams/box		25	boxes						
	S-24 Short Bond Paper, 5 reams/box		5	boxes						
	Paper, Photopaper, High Glossy, A4		10	packs						
	Paper, Sticker, A4 Matte		10	packs						
	Record book 300 pages		20	pcs						
	Ordinary Long Folder		25	pcs						
	Expanding Long Folder		20	pcs						
	Expanding Long Envelope		15	pcs						
	Data File Storage Box with cover		15	pcs						
	Star File Long Storage File Box with Cover		10	pcs						
	Archfile 3" 7cm A4/Short		5	pcs						
	Archfile 3" 7cm Legal		5	pcs						
	Multi-Tray		10	pcs						
	Multifunctional desk pen holder		10	pcs						
	Signpen 0.5, black		20	boxes						
	Signpen 0.5, blue		15	boxes						
	Signpen 0.7, black		25	boxes						
	Marker, Permanent, Broad, Black		15	boxes						
	Marker, Permanent, Broad, Blue		5	boxes						
	Pencil Sharpener, HD		5	boxes						
	Scissors, HD, big		10	pcs						
	Puncher, Large		25	pcs						
	Retractable Cutter, small, HD		5	pcs						
	Retractable Cutter, 18 5mm, HD		15	pcs						
	Ruler, Metal, 12"		15	pcs						
	Glue Gun, Small, HD		15	pcs						
	Glue Sticks, small		5	pcs						
	Glue Gun, Big, HD		20	pcs						

	Glue Sticks, big		5	pcs						
	Kyocera TK-7120		20	pcs						
<b>GRAND TOTAL</b>										

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_