



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

(SVP-SAAD-25-2022) REQUEST TO SUBMIT PROPOSAL FOR THE SUPPLY & DELIVERY OF (LOT 1) VARIOUS ICT SUPPLIES AND (LOT 2) OFFICE EQUIPMENT FOR USE OF SAAD RPSO AND PPSO SORSOGON, CATANDUANES AND MASBATE FOR FY 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED THOUSAND PESOS (PHP400,000.00) 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:

(LOT 1) VARIOUS ICT SUPPLIES			
Quantity	Particulars	Unit price	Total Price
50 bots	Epson Ink 003, Black	470.00	23,500.00
41 bots	Epson Ink 003, Cyan	440.00	18,040.00
40 bots	Epson Ink 003, Magenta	440.00	17,600.00
40 bots	Epson Ink 003, Yellow	440.00	17,600.00
46 bots	Epson Ink T661, Black	315.00	14,490.00
24 bots	Epson Ink T662, Cyan	325.00	7,800.00
24 bots	Epson Ink T663, Magenta	325.00	7,800.00
24 bots	Epson Ink T664, Yellow	325.00	7,800.00
48 bots	Canon GI-790, Black 135ml	470.00	22,560.00
40 bots	Canon GI-790, Cyan 70ml	440.00	17,600.00
40 bots	Canon GI-790, Magenta 70ml	440.00	17,600.00
40 bots	Canon GI-790, Yellow 70ml	440.00	17,600.00
11 bots	HP GT51XL, Black	370.00	4,070.00
6 bots	HP GT52, Cyan	330.00	1,980.00
6 bots	HP GT52, Magenta	330.00	1,980.00
6 bots	HP GT52, Yellow	330.00	1,980.00
TOTAL FOR LOT 1			P200,000.00
(LOT 2) OFFICE EQUIPMENT			
Quantity	Particulars	Unit price	Total Price
9 units	Heavy duty Paper Shredder, 220 V <i>SPECS:</i> <ul style="list-style-type: none"> - High-Security Micro-cut with 8 sheets capacity - Destroys Credit Cards - Shreds Paper and Credit Cards into tiny pieces - Security level : P-4 - Basket Capacity: 230 sheets - 5 minute continuous run time - auto start and manual reverse to clear paper jams - 3.9 gallon wastebasket - Thermal Protection with Auto Shut-off and Overheat LED Indicator 	6,000.00/unit	P54,000.00
15 units	Rechargeable Stand Fan 16" Digital Display	7,500.00/unit	112,500.00



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	<ul style="list-style-type: none"> - Built-In 5v USB Port Charger - Built-In 12v DC Power Input - Built-In LED Display - Built-In LED Night/Emergency Lamp (4SMD LED) - Built-In Overcharge/Discharge Protection - With Remote Control - Charging Time: 12-15 hours - Usage Time (LED): 45 hours - Usage Time (High Fan): 2 hours - Usage Time (Low Fan): 20 hours - Brushless - Stepless 		
4 units	Heavy Duty Digital Laminator LM-330iD/A3 Laminating Machine <i>SPECS:</i> <ul style="list-style-type: none"> - Model: LM-330iD - For A3 Size - Four (4) rollers - 330mm Entrance - Digital Temperature Controller - Laminating Speed: 600mm/min - Maximum Laminating Thickness: 1.2mm - Ready Time: 3-6 min 	5,000.00	20,000.00
10 units	Heavy Duty 3 Way Staple Gun Tacker	750.00/unit	7,500.00
12 units	Office Heavy Duty Stapler <ul style="list-style-type: none"> - staples 120-240 sheets - 90mm-244mm-283mm 	500.00/unit	6,000.00
TOTAL FOR LOT 2			P200,000.00
GRAND TOTAL			P400,000.00

FOR USE OF SAAD RPMSO AND PPMO SORSOGON, CATANDUANES AND MASBATE FOR FY 2022. The Agency Intends to apply the amount of **FOUR HUNDRED THOUSAND PESOS (PHP400,000.00)** 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, **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



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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 18 March 2022 at 3rd 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.

14 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;



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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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BID FORM
(GOODS)

DEPARTMENT OF AGRICULTURE
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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)