



REQUEST TO SUBMIT PROPOSAL FOR LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY AND LOT 2 – SUPPLIES, MATERIALS AND KITS FOR USE DURING THE CONDUCT OF HARMONIZATION WORKSHOP UNDER RICE PROGRAM 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED TWENTY-THREE THOUSAND FIVE HUNDRED PESOS (PHP423,500.00) 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:

Particulars	Unit Cost	ABC
LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY (March 14, 2022; June 16, 2022; September 9, 2022; and December 2, 2022)		
55 pax	1,800.00/pax/day	₱396,000.00
<p>Full Board: Meals & Accommodation for 4 days</p> <p>Note:</p> <ul style="list-style-type: none"> – Fully air-conditioned venue – Use of function room/electricity for at least 10 hrs. – Free flowing coffee – Dressed up table and chairs – Registration table and chairs – Basic light and sound system – With stage, microphones (nit less than 3) and podium LCD projector and white screen – Complimentary welcome banner (3x5ft) – Free wifi access and telephone service – Event signage – Ample and safe parking space – Flagpole with Philippine flag – Shuttle services to and from the airport – With elevator – Rooms can accommodate not more than 4 pax except for dormitory type rooms – With standby generator during brownouts – With not less than 3 staff to assist all through-out the activity and with sound operator <p>MENU:</p> <ul style="list-style-type: none"> – Menu for AM & PM Snacks shall consist of drinks (Buko Juice/Fresh Fruit Juice/Soda) and any of the following: Banana, Cassava, Sweet Potato/Coffee/Burger/Pasta/ Sandwich 		





	- Menu for lunch and dinner shall consist of soup. Three (3) viands (vegetable, meat, and fish/seafoods), rice and dessert.		
Sub-total (Lot 1)			₱396,000.00
LOT 2 – SUPPLIES, MATERIALS AND KITS			
3 boxes	Bookpaper, Long	1,250.00	3,750.00
3 boxes	Bookpaper, Short	1,200.00	3,600.00
2 boxes	Permanent Marker, Blue, Broad	456.00	912.00
2 boxes	Permanent Marker, Black, Broad	456.00	912.00
12 boxes	Pencil	78.00	936.00
5 boxes	Sign Pen, 0.5, Black, Needle point, good quality	950.00	4,750.00
5 boxes	Sign Pen, 0.5, Blue, Needle point, good quality	950.00	4,750.00
14 boxes	Paper Clip, Big	30.00	420.00
14 boxes	Paper Clip, Small	15.00	210.00
36 pcs	Highlighter, Assorted colors	35.00	1,260.00
10 boxes	ID, plastic, clear name badge	600.00	6,000.00
Sub-total (Lot 2)			₱27,500.00
GRAND TOTAL			PHP423,500.00

For use during the conduct of Harmonization Workshop under Rice Program 2022. The agency intends to apply the amount of Four Hundred Twenty-Three Thousand Five Hundred Pesos (Php423,500.00) as the Approved Budget for the Contract.

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,

LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY

1. **VILLA CACERES HOTEL**, Magsaysay, Naga City, Camarines Sur;
2. **EUROTEL HOTEL**, General Luna St., Dinaga, Naga City, Camarines Sur;
3. **CBD PLAZA HOTEL**, CBD II, Ninoy & Cory Ave., Naga City, Camarines Sur;

LOT 2 – SUPPLIES, MATERIALS AND KITS

1. **RFK GENERAL MERCHANDISE**, San Vicente, Pili, Camarines Sur;
2. **BIDA COMMERCIAL**, Prieto St., Naga City, Camarines Sur;
3. **PILI SCHOOL & OFFICE SUPPLY**, San Juan, Pili, Camarines Sur;





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

and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Menu (Lot 1 only) (see attached end-user's preferred menu)
8. Picture or Brochure (Lot 2 only)

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, marked with index/ear tabs or side-end tabs to identify the page components, and 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 **10:00 in the morning of 04 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.

28 February 2022, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson



A food-secure Philippines
with prosperous farmers and fisherfolk



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit 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 _____.

(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.)

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

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

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

For Goods Offered From Within the Philippines

Name of Project: **LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY AND LOT 2 – SUPPLIES, MATERIALS AND KITS FOR USE DURING THE CONDUCT OF HARMONIZATION WORKSHOP UNDER RICE PROGRAM 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)
1	LOT 1 – FOOD AND ACCOMMODATION IN NAGA CITY (March 14, 2022; June 16, 2022; September 9, 2022; & December 2, 2022)								
	Full Board: Meals & Accommodation for 4 days		55 pax						
								Sub-total (Lot 1)	
2	LOT 2 – SUPPLIES, MATERIALS AND KITS								
	Bookpaper, Long		3 bxs						
	Bookpaper, Short		3 bxs						
	Permanent Marker, Blue, Broad		2 bxs						
	Permanent Marker, Black, Broad		2 bxs						
	Pencil		12 bxs						
	Sign Pen, 0.5, Black, Needle point, good quality		5 bxs						
	Sign Pen, 0.5, Blue, Needle point, good quality		5 bxs						
	Paper Clip, Big		14 bxs						
	Paper Clip, Small		14 bxs						
	Highlighter, Assorted colors		36 pcs						
	ID, plastic, clear name badge		10 bxs						
								Sub-total (Lot 2)	
								GRAND TOTAL	

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

MENU

	Day 1 (March 14, 2022)	Day 2 (June 16, 2022)	Day 3 (September 9, 2022)	Day 4 (December 2, 2022)
BREAKFAST	Corned Beef with Minced Potatoes & Onion Fried Smoked Fish Scrambled Egg Garlic Rice Coffee Fruit in Season	Fried Sausage Crispy Fried Sweet Dilis Sunny Side-Up Garlic Rice Coffee Fruit in Season	Daing na Bangus Skinless Longganisa Scrambled Egg Garlic Rice Coffee Fruit in Season	Hotdog Beef Tapa Sunny Side-Up Garlic Rice Coffee Fruit in Season
AM SNACK	Cheesecake Soda in Glass	Toasted Siopao Pink Lychee Lemonade	Mocha Cake Cucumber Lemonade	Mini Siopao (3 pcs) Dalandan Juice
LUNCH	Sinigang na Baboy Sauteed Water Spinach with Tofu Adobong Pusit sa Gata Grilled Porkchop Steamed Rice Fruity Gelatin	Cream of Pumpkin Assorted Vegetable with Bean Curd Breaded Fish Fillet Orange Chicken Steamed Rice Mango Tapioca	Hototay Soup Fresh Vegetable Rolls Fish Tempura Breaded Porkchop Steamed Rice Leche Flan	Cream of Asparagus Chopsuey Fried Pork Spareribs in Salt & Pepper Sweet and Sour Fish Fillet Steamed Rice Fruit Salad
PM SNACK	Pesto Pasta Iced Tea	Pasta Bolognese Soda in Glass	Spaghetti Chicken Carbonara Pink Lychee Lemonade	Tuna Pasta Cucumber Lime Juice
DINNER	Cream of Mushroom Assorted Vegetables with Oyster Sauce Pork Hongma Breaded Fish Fillet with Dip Steamed Rice Fruit Cocktail with Almond Gel	Mais at Halaan Seafood Pinakbet Adobong Manok sa Gata Grilled Tuna Steamed Rice Cathedral Window	Nido Soup Vegetable Casserole Fish Fillet HapChan Style Roasted Chicken Steamed Rice Fruits in Season	Sinigang na Hipon Pinangat Chicken Adobo Shanghai Rolls Steamed Rice Mango Lechetin