



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-18-2022) REQUEST TO SUBMIT PROPOSAL FOR THE PRINTING OF VARIOUS MATERIALS (ANNUAL REPORTS, PLANNER, CALENDAR, NOTEPAD, TABLE CALENDAR, FLYERS, PRODUCT LABEL STICKERS & NEWSLETTER) TO BE USED UNDER SAAD PROGRAM FOR FY 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHT HUNDRED SIXTY FIVE THOUSAND PESOS (PHP865,000.00) 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
120 PCS	SAAD Annual Report 2021 Size : Spread (A3) Folded (A4) Material : Cover (220 gsm) Inner (120 gsm) Print : Full Color Finishing: High gloss UV laminated Hardbound, case binding 0.125 inches (bleed) 12mm (spine width) Pages: 122 pages including covers Process: Offset printing	1,150.00/pc	P138,000.00
500 pcs	SAAD Planner Size : 6 x 8 inches No. of Pages: 150 pages including the cover Cover Page: colored with lamination, kromekote 130lbs colored, hardbound Inside Page: full colored pages, book paper 70# Binding: Hardbound Process: Image Setting / Offset Printing	400.00/pc	200,000.00
350 pcs	SAAD 2023 Calendar #1	220.00/pc	77,000.00
350 pcs	SAAD 2023 Calendar #2	220.00/pc	77,000.00
350 pcs	SAAD 2023 Calendar #3 Size: 18 x 24 inches No. of Leaves: 8 Leaves Color: Full colors with color separation Kind of Paper: Coated 2 sides, 100lbs Binding: Bind with metal slide Process: Image Setting / Offset Print	220.00/pc	77,000.00
400 pcs	SAAD Notepad	50.00/pc	20,000.00



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500 pcs	SAAD Table Calendar with peelable notes on the side For actual calendar: TRUcard 300 gsm Calendar paper size: 20.32cm x 17.7 cm (8"x5") No. of sheets: 13 sheets, double wired Paper for attached notepad: matte 120 gsm. 50 sheets 5 different colors flag stick notes: 1.2 cm x 4.0 cm (0.47" x 1.5") Attached Notepad: 5.08cm 6.35cm (2" x 2.5") Specs for actual board stand 16.5cm x 25.7 cm with 8cm stand (6.5" x 10" x 3" stand)	350.00/pc	175,000.00
200 pcs	One-page SAAD flyer 8 x 11 in, colored Book paper #70	20.00/pc	4,000.00
1000 pcs	SAAD Product Sticker Label (Version 1)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 2)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 3)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 4)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 5)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 6)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 7)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 8)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 9)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 10)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 11)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 12)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 13)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 14)	5.00/pc	5,000.00
1000 pcs	SAAD Product Sticker Label (Version 15)	5.00/pc	5,000.00
	Size: 5.5 x 2 inches, colored, White Vinyl Permanent Adhesive, Glossy Finish, Waterproof, Die Cut		
100 pcs	SAAD Newsletter Q1 2022	55.00/pc	5,500.00
100 pcs	SAAD Newsletter Q2 2022	55.00/pc	5,500.00
100 pcs	SAAD Newsletter Q3 2022	55.00/pc	5,500.00
100 pcs	SAAD Newsletter Q4 2022	55.00/pc	5,500.00
	Size: 8.5" x 11" 4 pages, full color Kind of paper : C2S 80 lb.		
DELIVERY TERMS: 7 WORKING DAYS AFTER PICKING UP OF THE APPROVED FINAL PROOF			
GRAND TOTAL			P865,000.00

TO BE USED UNDER SAAD PROGRAM FOR FY 2022. The Agency Intends to apply the amount of **EIGHT HUNDRED SIXTY FIVE THOUSAND PESOS (PHP865,000.00)** as the



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As such, **A.M. SISON PRESS, INC.**, Naga City, **SHARMILA PRINTNG PRESS**, Legazpi City; and **NUPRINT MASTER**, Legazpi City and all interested suppliers/bidders are hereby requested to submit the following documents:

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/Samples of product being offered

The bidders are required to pay Php1,000.00 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 1:30 in the morning of 14 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.

09 March 2022, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
Chairperson, Bids and Awards Committee



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)