



REQUEST TO SUBMIT PROPOSAL FOR THE LOT 1 – OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES FOR USE UNDER REGULATORY DIVISION CY 2022 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED TWENTY-SIX THOUSAND SEVEN HUNDRED SEVENTY-TWO PESOS ONLY (P 126,772.00) 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 proposal for the ff:

PARTICULAR	QUANTITY	UNIT	UNIT COST	TOTAL ABC
LOT 1: OFFICE SUPPLIES				
Book Paper, S-24, Size: Short/letter	30	reams	285.00	8,550.00
Book Paper, S-24, size: A4	50	reams	300.00	15,000.00
Book Paper, S-24, Size: 8.5x13/ legal	50	reams	300.00	15,000.00
Molar box w/ cover, heavy duty	12	pcs	495.00	5,940.00
Folder (long, Ordinary) white	5	doz	78.00	390.00
Clearbook Portfolio, A4 size/Portrait FIXED, 40 sheets	24	pcs	250.00	6,000.00
Clearbook Portfolio, Legal size/Portrait FIXED, 40 sheets	12	pcs	300.00	3,600.00
Photopaper, A4 size	2	packs	150.00	300.00
Whiteboard Marker, black	12	pcs	45.00	540.00
Specialty paper/board, 220 gsm,short size, off white color	20	packs	160.00	3,200.00
Specialty paper, 220 gsm,short size, light green color	20	packs	165.00	3,300.00
Color Bond Paper, Substance 16, A4 size, yellow color, 500's	1	packs	215.00	215.00
Color Bond Paper, Substance 16, A4 size, light green color, 500's	1	packs	215.00	215.00
Certificate Jacket, short size	24	pcs	40.00	960.00
Plastic Clip board, long size	12	pcs	65.00	780.00
Scotch Tape 3/4 in	10	doz	240.00	2,400.00
Paper Binder Clip, metal, 51mm or 2"	2	boxes	65.00	130.00
Paper Binder Clip, metal, 41mm or 1 & 5/8"	2	boxes	50.00	100.00
Paper Binder Clip, metal, 32mm or 1 & 1/4"	2	boxes	35.00	70.00
Paper Binder Clip, metal, 25mm or 1"	6	boxes	25.00	150.00
Paper Binder Clip, metal, 19mm or 3/4"	2	boxes	17.00	34.00
Customized Trodat stamp	2	pcs	2,500.00	5,000.00
Trodat Ink, 28ml, black	4	pcs	200.00	800.00
Trodat Ink, 28ml, blue	4	pcs	200.00	800.00
Elmer's Glue 130g	1	doz	660.00	660.00
Stamp pad, HBW #3, Blue	2	pcs	50.00	100.00
Small Record book, size: L 18 x W 1 x H 29 cm, 150 pages	50	pcs	50.00	2,500.00
Official Record book, size: 8x11, 500 pages	6	pcs	300.00	1,800.00
TOTAL LOT 1:				<u>78,534.00</u>
LOT 2: OTHER SUPPLIES				
Surgical Mask, 50/box	36	boxes	350.00	12,600.00
Tissue Roll (2 Ply)	10	doz	165.00	1,650.00
Rain Boots, SUPER LIGHT WEIGHT, non-slip, Female size: 6,7,8,9	12	pairs	320.00	3,840.00
Rain Boots, SUPER LIGHT WEIGHT, non-slip, Male size: 7,8,9,10	10	pairs	320.00	3,200.00
Ethyl Alcohol 500ml, 70%	36	bot	120.00	4,320.00
Soft Broom, Thick	4	pcs	250.00	1,000.00
Hard Broom	4	pcs	75.00	300.00
Doormat, outdoor/plastic door/pvc, welcome doormat	6	pcs	75.00	450.00
Head refill, tornado floor mop	2	pcs	350.00	700.00
Trash bag (10's/roll)-medium size	20	rolls	150.00	3,000.00
Trash bag (10's)-XL	2	packs	240.00	480.00
Plastic/Sando Bag, Large, white, 100's	6	packs	120.00	720.00
Eco Bag, Medium	60	pcs	25.00	1,500.00
Multi-Insect Killer Spray (Baygon, 500ml)	6	cans	528.00	3,168.00
Disinfectant/deodorizer Spray (Lysol, 340g)	6	cans	475.00	2,850.00



Hand soap (<i>Safeguard</i> , 175g)	12	pcs	60.00	720.00
Liquid Hand Soap 500ml	6	liters	110.00	660.00
Detergent powder sachets, 75g	5	doz	120.00	600.00
Dishwashing Liquid, concentrated, 1 gallon	6	gal	375.00	2,250.00
Lysol TBC Lime & Rust/Toilet Bowl Cleaner	6	doz	475.00	2,850.00
AntiBacterial Scent for Humidifier/diffuser (lavender or citronella)	2	bot	300.00	600.00
Steelwool ball, 30g, stainless, durable	6	pcs	75.00	450.00
Sponge scrub pad (3x4 inches)	6	pcs	55.00	<u>330.00</u>
				<u>48,238.00</u>
GRAND TOTAL(LOT 1 & 2)				<u>P 126,772.00</u>

as such: Lot 1 – BONING’S TRADING, Naga City ; EVANESS-NAGA, Naga City and RFK General Merchandise, Pili, Camarines Sur and all interested bidders are hereby requested to submit the following documents:

1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration

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 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 10:00Am in the morning of 4 May 2022 at 3rd Floor, Sta. Catalina 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 email at bacrfo5@gmail.com. DA-BAC Secretariat Office.

22 April 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;

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 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]

**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 _____ 2021.

(Name and Signature of Bidder or
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

Name of Project: LOT 1 – OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES FOR USE UNDER REGULATORY DIVISION CY 2022

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: OFFICE SUPPLIES								
	Book Paper, S-24, Size: Short/letter		30						
	Book Paper, S-24, size: A4		50						
	Book Paper, S-24, Size: 8.5x13/ legal		50						
	Molar box w/ cover, heavy duty		12						
	Folder (long, Ordinary) white		5						
	Clearbook Portfolio, A4 size/Portrait FIXED, 40 sheets		24						
	Clearbook Portfolio, Legal size/Portrait FIXED, 40 sheets		12						
	Photopaper, A4 size		2						
	Whiteboard Marker, black		12						
	Specialty paper/board, 220 gsm,short size, off white color		20						
	Specialty paper, 220 gsm,short size, light green color		20						
	Color Bond Paper, Substance 16, A4 size, yellow color, 500's		1						
	Color Bond Paper, Substance 16, A4 size, light green color, 500's		1						
	Certificate Jacket, short size		24						
	Plastic Clip board, long size		12						
	Scotch Tape 3/4 in		10						
	Paper Binder Clip, metal, 51mm or 2"		2						
	Paper Binder Clip, metal, 41mm or 1 & 5/8"		2						
	Paper Binder Clip, metal, 32mm or 1 & 1/4"		2						
	Paper Binder Clip, metal, 25mm or 1"		6						

Paper Binder Clip, metal, 19mm or 3/4"	2							
Customized Trodat stamp	2							
Trodat Ink, 28ml, black	4							
Trodat Ink, 28ml, blue	4							
Elmer's Glue 130g	1							
Stamp pad, HBW #3, Blue	2							
Small Record book, size: L 18 x W 1 x H 29 cm, 150 pages	50							
Official Record book, size: 8x11, 500 pages	6							
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LOT 2: OTHER SUPPLIES								
Surgical Mask, 50/box	36							
Tissue Roll (2 Ply)	10							
Rain Boots, SUPER LIGHT WEIGHT, non-slip, Female size: 6,7,8,9	12							
Rain Boots, SUPER LIGHT WEIGHT, non-slip, Male size: 7,8,9,10	10							
Ethyl Alcohol 500ml, 70%	36							
Soft Broom, Thick	4							
Hard Broom	4							
Doormat, outdoor/plastic door/pvc, welcome doormat	6							
Head refill, tornado floor mop	2							
Trash bag (10's/roll)-medium size	20							
Trash bag (10's)-XL	2							
Plastic/Sando Bag, Large, white, 100's	6							
Eco Bag, Medium	60							
Multi-Insect Killer Spray (Baygon, 500ml)	6							
Disinfectant/deodorizer Spray (Lysol, 340g)	6							
Hand soap (Safeguard, 175g)	12							
Liquid Hand Soap 500ml	6							
Detergent powder sachets, 75g	5							
Dishwashing Liquid, concentrated, 1 gallon	6							
Lysol TBC Lime & Rust/Toilet Bowl Cleaner	6							

	AntiBacterial Scent for Humidifier/diffuser (lavender or citronella)		2						
	Steelwool ball, 30g, stainless, durable		6						
	Sponge scrub pad (3x4 inches)		6						
GRAND TOTAL									

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



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

A food-secure Philippines

with prosperous farmers and fisherfolk

