



Department of Agriculture
Regional Field Office No. 5
 San Agustin, Pili, Camarines Sur

[ITB-39-22] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1- AGRICULTURAL SUPPLIES, LOT 2- OFFICE SUPPLIES FOR USE AT DA-ALBAY RESEARCH AND DEVELOPMENT CENTER (AES), MAYON CROSSING, TABACO CITY AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHTY-NINE THOUSAND NINE HUNDRED SIXTY-THREE PESOS (PHP89,963.00) 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 contractors to submit complete bid quotation for the:

QTY	PARTICULARS	UNIT COST	TOTAL COST
LOT 1- AGRICULTURAL SUPPLIES			
3 bags	Ammonium Sulfate (2-1-00)	1,616.00	4,848.00
3 bags	Muriate of Potash (0-6-00)	2,100.00	6,300.00
13 bags	Complete Fertilizer	2,520.00	32,760.00
15 liters	Herbicide	520.00	7,800.00
25 pcs	Polyethylene Plastic Pots 32cm x 34cm	47.00	1,175.00
15 packs	Polyethylene Plastic 7x11 (100's/pack)	140.00	2,100.00
TOTAL FOR LOT 1			₱54,983.00
LOT 2- OFFICE SUPPLIES			
18 reams	Book paper, Long (Multicopy) 70gsm	260.00	4,680.00
18 reams	Book paper, A4 (Multicopy) 70gsm	250.00	4,500.00
18 reams	Book paper, Short (Multicopy) 70gsm	240.00	4,320.00
18 doz.	Folder, Long, Ordinary	72.00	1,296.00
10 doz.	Folder, Short, Ordinary	60.00	600.00
10 doz.	Ballpen, Ordinary	72.00	720.00
24 pcs	Record Book, 200 leaves	70.00	1,680.00
24 pcs	Record Book, 300 leaves	85.00	2,040.00
24 pcs	Record Book, 500 leaves	95.00	2,280.00
10 packs	Battery AA 2s	65.00	650.00
15 packs	Battery AAA 2s	85.00	1,275.00
19 boxes	Typewriter Ribbon	35.00	665.00
36 pcs	Pen, Fine, Black	42.00	1,512.00
36 pcs	Sign Pen, Black and Blue	40.00	1,440.00
36 pcs	Notebook, Spiral, 60 leaves	40.00	1,440.00
15 boxes	Data File Box	66.00	990.00
31 pcs	Expanded Folder	22.00	682.00
18 bottles	Glue	70.00	1,260.00
1 box	Brown Envelope, long	670.00	670.00
24 rolls	Tape Translucent 48mm x .2 x 50	30.00	720.00
24 rolls	Masking Tape 24mm x ½	65.00	1,560.00
TOTAL FOR LOT 2			₱34,980.00
GRAND TOTAL			₱ 137,449.00

The agency intends to apply the amount Eighty-Nine Thousand Nine Hundred Sixty-Three Pesos (Php89,963.00) 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 – MANZIHING CORPORATION**, Daraga Albay; **S&R COMMODITIES**, Tabaco City; **PACIFICA AGRIVET SUPPLY INC.**, Ligao city;



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LOT 2 – LEGAZPI GENERAL MERCHANDISE; NEW SILAHIS EDUCATIONAL SUPPLY; PAPEL AT PLUMA all in Legazpi City and any other interested Bidders are hereby requested to submit the following documents;

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Pictures of Product being offered

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500.00) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, all copies must be marked with ear tabs or side-end to identify the page components and shall be properly 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 May 2022** at the 3rd Floor, Operation Building, DA RFO-V, Pili, Camarines Sur. Opening of quotation 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.

April 22, 2022 San Agustin, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson



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Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 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

_____.
(PHP _____).

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items in 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 _____ 20_____.

(Name & Signature of Bidder or
Authorized Representative)

(Address & telephone No.)

Date of Bidding

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

*SUPPLY AND DELIVERY OF LOT 1- AGRICULTURAL SUPPLIES, LOT 2- OFFICE SUPPLIES
FOR USE AT DA-ALBAY RESEARCH AND DEVELOPMENT CENTER (AES), MAYON
CROSSING, TABACO CITY*

Name of Project:

**Name of Bidder /
Authorized Representative:**

1	2	3	4	5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QTY	UNIT PRICE EXW per ITEM	TRANSPORTATION AND INSURANCE AND ALL OTHER COST 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)
	LOT 1- AGRICULTURAL SUPPLIES								
	Ammonium Sulfate (2-1-00)		3 bags						
	Muriate of Potash (0-6-00)		3 bags						
	Complete Fertilizer		13 bags						
	Herbicide		15 liters						
	Polyethylene Plastic Pots 32cm x 34cm		25 pcs						
	Polyethylene Plastic 7x11 (100's/pack)		15 packs						
	TOTAL FOR LOT 1								
	LOT 2- OFFICE SUPPLIES								
	Book paper, Long (Multicopy) 70gsm		18 reams						
	Book paper, A4 (Multicopy) 70gsm		18 reams						
	Book paper, Short (Multicopy) 70gsm		18 reams						
	Folder, Long, Ordinary		18 doz.						
	Folder, Short, Ordinary		10 doz.						

	Ballpen, Ordinary		10 doz.						
	Record Book, 200 leaves		24 pcs						
	Record Book, 300 leaves		24 pcs						
	Record Book, 500 leaves		24 pcs						
	Battery AA 2s		10 packs						
	Battery AAA 2s		15 packs						
	Typewriter Ribbon		19 boxes						
	Pen, Fine, Black		36 pcs						
	Sign Pen, Black and Blue		36 pcs						
	Notebook, Spiral, 60 leaves		36 pcs						
	Data File Box		15 boxes						
	Expanded Folder		31 pcs						
	Glue		18 bottles						
	Brown Envelope, long		1 box						
	Tape Translucent 48mm x .2 x 50		24 rolls						
	Masking Tape 24mm x ½		24 rolls						
	TOTAL FOR LOT 2								
	GRAND TOTAL								

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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]