



[ITB-40-22] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR UTILIZATION OF LIVESTOCK AND POULTRY PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED NINETY-NINE THOUSAND NINE HUNDRED EIGHTY FIVE PESOS (PHP499,985.00) 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
10 boxes	Ballpen, Ordinary, 0.5 mm, Black, 50's	300.00	3,000.00
10 boxes	Ballpen, Ordinary, 0.5 mm, Blue, 50's	300.00	3,000.00
5 boxes	Binder Clip, Small, 19mm, 12's	250.00	1,250.00
5 boxes	Binder Clip, Medium, 25mm, 12's	250.00	1,250.00
5 boxes	Binder Clip, Large, 51mm, 12's	300.00	1,500.00
10 doz.	Cartolina, 22.5 x 28.5	150.00	1,500.00
15 pcs.	Clear book, 60 pockets, Long	300.00	4,500.00
15 pcs.	Clear book, 60 pockets, Short	250.00	3,750.00
10 packs	Colored Paper, Neon, 250's, Assorted Col.	450.00	4,500.00
30 pcs.	Correction Tape, 5mm x 10m	80.00	2,400.00
100 pcs.	Envelope, Cloth, Short, with Handle and Zipper	200.00	20,000.00
100 pcs.	Envelope, Cloth, Long, with Handle and Zipper	200.00	20,000.00
10 doz.	Envelope, Brown, Short	150.00	1,500.00
10 doz.	Envelope, Brown, Long	150.00	1,500.00
10 doz.	Envelope, Expanding, Brown, Long, with Garter	200.00	2,000.00
10 doz.	Envelope, Expanding, Brown, Short, with Garter	200.00	2,000.00
50 pcs.	Envelope, Expanding, Colored, Plastic, Long, Horizontal, with String	100.00	5,000.00
50 pcs.	Envelope, Expanding, Colored, Plastic, Long, Vertical, with String	50.00	2,500.00
50 pcs.	Envelope, Expanding, Colored, Plastic, Short, Horizontal, with String	50.00	2,500.00
50 pcs.	Envelope, Expanding, Colored, Plastic, Short, Vertical, with String	50.00	2,500.00
60 pcs.	Envelope, Plastic, Ordinary, Long	35.00	2,100.00
60 pcs.	Envelope, Plastic, Ordinary, Short	30.00	1,800.00
8 doz.	Folder, Expanding, Long	150.00	1,200.00
8 doz.	Folder, Expanding, Short	145.00	1,160.00
20 pcs.	Glue, Small, 130g.	100.00	2,000.00
15 boxes	Paper Clip, Big	50.00	750.00
15 boxes	Paper Clip, Small	35.00	525.00
20 pcs.	Paper Cutter, High Quality, Large, Retractable, 18 mm blade	100.00	2,000.00
5 boxes	Paper Fastener, Metal, 50's	100.00	500.00
10 boxes	Pencil, No. 2, 12's,	80.00	800.00
5 pcs.	Pencil Sharpener	380.00	1,900.00
36 pcs.	Permanent Marker, Black, Fine, Refillable	50.00	1,800.00
24 pcs.	Permanent Marker, Blue, Fine, Refillable	50.00	1,200.00
24 pcs.	Permanent Marker, Blue, Broad, Refillable	50.00	1,200.00
36 pcs.	Permanent Marker, Black, Broad, Refillable	50.00	1,800.00
10 pcs.	Permanent Marker, Black, Refill Ink	150.00	1,500.00
10 pcs.	Permanent Marker, Blue, Refill Ink	150.00	1,500.00
10 packs	Photopaper Premium High Glossy, A4	150.00	1,500.00
8 pcs.	Puncher 2hole 9988 7cm 25sheets Heavy Duty W Paper Gauge	300.00	2,400.00
5 boxes	Push Pin	50.00	250.00
5 pcs.	Record Book with Page No., Big, 200 lvs.	80.00	400.00
5 pcs.	Record Book with Page No., Big, 300 lvs.	100.00	500.00
10 pcs.	Scissors, 7" heavy duty	200.00	2,000.00
8 boxes	Sign Pen, 0.3, Black, Needle point, 12's	500.00	4,000.00





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

8 boxes	Sign Pen, 0.3, Blue, Needle point, 12's	500.00	4,000.00
8 boxes	Sign Pen, 0.5, Black, Needle point, 12's	500.00	4,000.00
8 boxes	Sign Pen, 0.5, Blue, Needle point, 12's	500.00	4,000.00
6 boxes	Sign Pen, C3 Black Microtip 0.3 mm, 12's	1,500.00	9,000.00
6 boxes	Sign Pen, C4 Black Microtip 0.4 mm, 12's	1,500.00	9,000.00
4 reams	Specialty Paper, Short, 90 GSM, Pale Cream, 100's	200.00	800.00
34 pcs.	Highlighter, Assorted Color	50.00	1,700.00
30 boxes	Staple Wire #35	50.00	1,500.00
10 pcs	Stapler, with Remover No. 35, heavy duty	400.00	4,000.00
20 packs	Sticker Paper	50.00	1,000.00
10 pads	Sticky Note Pad, 3 x 3, RAINBOW	150.00	1,500.00
25 pcs.	Tape, Double-Sided, 1"	60.00	1,500.00
25 pcs.	Tape, Double-Sided, 2"	100.00	2,500.00
10 pcs.	Tape, Duct 2"	150.00	1,500.00
25 pcs.	Tape, Masking, 1"	50.00	1,250.00
25 pcs.	Tape, Packaging, 2"	80.00	2,000.00
24 pcs.	Tape, Packaging, 3"	100.00	2,400.00
25 pcs.	Tape, Scotch, 1'	50.00	1,250.00
20 pcs.	Tape, Scotch, 2'	100.00	2,000.00
73 boxes	Long Size bond paper S20	2,000.00	146,000.00
38 boxes	Short size bond paper S20	1,500.00	57,000.00
63 boxes	A4 size bond paper S20	1,500.00	94,500.00
15 pads	Sticky Note Pad, 3x4	35.00	525.00
15 pads	Sticky Note Pad, 3x3, with Lines	25.00	375.00
15 pads	Sticky Note Pad, 3x5	100.00	1,500.00
15 pads	Sticky Notes, Please Sign Here	50.00	750.00
100 pcs.	Notebook, Spiral, 152mm x 210mm, Double loop Spring, 60 gsm, 80 lvs	100.00	10,000.00
100 pcs.	Notebook, Spiral, 5" x 7", 60 gsm, 80 lvs	80.00	8,000.00
5 pcs.	Battery AA, Rechargeable	250.00	1,250.00
5 pcs.	Battery AAA, Rechargeable	250.00	1,250.00
4 boxes	Battery AA, Super Heavy Duty, Disposable, 48's	450.00	1,800.00
3 boxes	Battery AAA, Super Heavy Duty, Disposable, 40's	400.00	1,200.00
GRAND TOTAL			₱ 499,985.00

The agency intends to apply the amount Four Hundred Ninety-Nine Thousand Nine Hundred Eighty-Five Pesos (Php499,985.00) as the Approved Budget for the Contract. Partial Bid is Not 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, **IRONBOY OFFICE AND SCHOOL SUPPLIES TRADING; BULLET FERRER MERCHANDISE; RFK GENERAL MERCHANDISE** 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.



A food-secure Philippines
 with prosperous farmers and fisherfolk





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

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 29, 2022 San Agustin, 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 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

Name of Project:

*SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR UTILIZATION OF LIVESTOCK AND
POULTRY PROGRAM*

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, <i>PER</i> <i>ITEM</i>	SALES AND OTHER TAXES PAYABLE IF CONTRACT IS AWARDED, <i>PER ITEM</i>	COST OF INCIDENTAL SERVICES IF APPLICABLE, <i>PER ITEM</i>	TOTAL PRICE, PER UNIT (col 5+6+7+8)	TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	Ballpen, Ordinary, 0.5 mm, Black, 50's		10 boxes						
	Ballpen, Ordinary, 0.5 mm, Blue, 50's		10 boxes						
	Binder Clip, Small, 19mm, 12's		5 boxes						
	Binder Clip, Medium, 25mm, 12's		5 boxes						
	Binder Clip, Large, 51mm, 12's		5 boxes						
	Cartolina, 22.5 x 28.5		10 doz.						
	Clear book, 60 pockets, Long		15 pcs.						
	Clear book, 60 pockets, Short		15 pcs.						
	Colored Paper, Neon, 250's, Assorted Col.		10 packs						
	Correction Tape, 5mm x 10m		30 pcs.						
	Envelope, Cloth, Short, with Handle and Zipper		100 pcs.						
	Envelope, Cloth, Long, with Handle and Zipper		100 pcs.						
	Envelope, Brown, Short		10 doz.						
	Envelope, Brown, Long		10 doz.						

Envelope, Expanding, Brown, Long, with Garter		10 doz.						
Envelope, Expanding, Brown, Short, with Garter		10 doz.						
Envelope, Expanding, Colored, Plastic, Long, Horizontal, with String		50 pcs.						
Envelope, Expanding, Colored, Plastic, Long, Vertical, with String		50 pcs.						
Envelope, Expanding, Colored, Plastic, Short, Horizontal, with String		50 pcs.						
Envelope, Expanding, Colored, Plastic, Short, Vertical, with String		50 pcs.						
Envelope, Plastic, Ordinary, Long		60 pcs.						
Envelope, Plastic, Ordinary, Short		60 pcs.						
Folder, Expanding, Long		8 doz.						
Folder, Expanding, Short		8 doz.						
Glue, Small, 130g.		20 pcs.						
Paper Clip, Big		15 boxes						
Paper Clip, Small		15 boxes						
Paper Cutter, High Quality, Large, Retractable, 18 mm blade		20 pcs.						
Paper Fastener, Metal, 50's		5 boxes						
Pencil, No. 2, 12's,		10 boxes						
Pencil Sharpener		5 pcs.						
Permanent Marker, Black, Fine, Refillable		36 pcs.						
Permanent Marker, Blue, Fine, Refillable		24 pcs.						
Permanent Marker, Blue, Broad, Refillable		24 pcs.						
Permanent Marker, Black, Broad, Refillable		36 pcs.						
Permanent Marker, Black, Refill Ink		10 pcs.						

	Permanent Marker, Blue, Refill Ink		10 pcs.						
	Photopaper Premium High Glossy, A4		10 packs						
	Puncher 2hole 9988 7cm 25sheets Heavy Duty W Paper Gauge		8 pcs.						
	Push Pin		5 boxes						
	Record Book with Page No.,Big, 200 lvs.		5 pcs.						
	Record Book with Page No.,Big, 300 lvs.		5 pcs.						
	Scissors, 7" heavy duty		10 pcs.						
	Sign Pen, 0.3, Black, Needle point, 12's		8 boxes						
	Sign Pen, 0.3, Blue, Needle point, 12's		8 boxes						
	Sign Pen, 0.5, Black, Needle point, 12's		8 boxes						
	Sign Pen, 0.5, Blue, Needle point, 12's		8 boxes						
	Sign Pen, C3 Black Microtip 0.3 mm, 12's		6 boxes						
	Sign Pen, C4 Black Microtip 0.4 mm, 12's		6 boxes						
	Specialty Paper, Short, 90 GSM, Pale Cream, 100's		4 reams						
	Highlighter, Assorted Color		34 pcs.						
	Staple Wire #35		30 boxes						
	Stapler, with Remover No. 35, heavy duty		10 pcs						
	Sticker Paper		20 packs						
	Sticky Note Pad, 3 x 3, RAINBOW		10 pads						
	Tape, Double-Sided, 1"		25 pcs.						
	Tape, Double-Sided, 2"		25 pcs.						
	Tape, Duct 2"		10 pcs.						
	Tape, Masking, 1"		25 pcs.						
	Tape, Packaging, 2"		25 pcs.						
	Tape, Packaging, 3"		24 pcs.						

	Tape, Scotch, 1'		25 pcs.						
	Tape, Scotch, 2'		20 pcs.						
	Long Size bond paper S20		73 boxes						
	Short size bond paper S20		38 boxes						
	A4 size bond paper S20		63 boxes						
	Sticky Note Pad, 3x4		15 pads						
	Sticky Note Pad, 3x3, with Lines		15 pads						
	Sticky Note Pad, 3x5		15 pads						
	Sticky Notes, Please Sign Here		15 pads						
	Notebook, Spiral, 152mm x 210mm, Double loop Spring, 60 gsm, 80 lvs		100 pcs.						
	Notebook, Spiral, 5" x 7", 60 gsm, 80 lvs		100 pcs.						
	Battery AA, Rechargeable		5 pcs.						
	Battery AAA, Rechargeable		5 pcs.						
	Battery AA, Super Heavy Duty, Disposable, 48's		4 boxes						
	Battery AAA, Super Heavy Duty, Disposable, 40's		3 boxes						
	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]