



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

[ITB-49-22] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE LOT 1- CATERING SERVICES AND LOT 2- VARIOUS MATERIALS FOR USE DURING THE CONDUCT OF DA RFO 5 SUMMER SPORTSFEST 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED FIVE THOUSAND PESOS (PHP305,000.00) 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 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- CATERING SERVICES			
800 pax	Day 1 - Opening (May 16, 2022) AM/PM Snacks	200.00	160,000.00
200 pax	Day 2- (May 17, 2022) AM/PM Snacks	75.00	15,000.00
200 pax	Day 3- (May 18, 2022) AM/PM Snacks	75.00	15,000.00
200 pax	Day 4- (May 19, 2022) AM/PM Snacks	75.00	15,000.00
TOTAL FOR LOT 1			₱205,000.00
LOT 2- VARIOUS MATERIALS			
2 pcs	Basket ball	3,500.00	7,000.00
4 pcs	Big Sack (twin)	25.00	100.00
4 pcs	Slippers	100.00	400.00
4 pcs	Bakya	350.00	1,400.00
4 pcs	Scarf	75.00	300.00
4 pcs	Umbrella	150.00	600.00
4 pcs	Basket	150.00	600.00
4 pcs	Mario Dress (Ukay)	150.00	600.00
2 pcs	Dodge Balls	150.00	300.00
4 pcs	Hula Hoops	200.00	800.00
1 pc	Chinese Garter (rubber bonds)	70.00	70.00
10 meters	Rope for tug war	55.00	550.00
4 yards	Cloth for 4 team flags (4 Colors)	80.00	320.00
4 set	Bouquet for Ms. DA	1,500.00	6,000.00
4 pcs	Sash for Ms. DA	150.00	600.00
8 pcs	Ink (003 and 664 CMYK)	350.00	2,800.00
3 doz.	Specialty Paper	75.00	225.00
8 pcs	Tarpaulin 4x8 feet	640.00	5,120.00
3 pcs	Tarpaulin 10x16 ft.	3,200.00	9,600.00
1 ream	Bond Paper long	275.00	275.00
1 ream	Bond Paper short	250.00	250.00
12 pcs	T-shirt for DAEA Officer	250.00	3,000.00
100 pcs	T-shirt Mint Green	80.00	8,000.00
100 pcs	T-shirt Peach	80.00	8,000.00
100 pcs	T-shirt Aqua Blue	80.00	8,000.00
100 pcs	T-shirt Purple	80.00	8,000.00
20 pcs	Acrylic Trophy Regular (Customized)	800.00	16,000.00
4 pcs	Acrylic Trophy Big (Customized)	1,000.00	4,000.00
21 pcs	Certificate Holder	50.00	1,050.00
12 pcs	Battery Double A	200.00	2,400.00
12 pcs	Battery Triple A	170.00	2,040.00
8 pcs	Battery 9 v	200.00	1,600.00
TOTAL FOR LOT 2			₱ 100,000.00
GRAND TOTAL			₱ 305,000.00

The agency intends to apply the amount Three Hundred Five Thousand Pesos (Php305,000.00) as the Approved Budget for the Contract. Partial Bid is 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.



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 with prosperous farmers and fisherfolk





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

As such, **LOT 1- MULTI-AGRI-FOREST AND COMMUNITY DEVELOPMENT COOPERATIVE**, San Agustin, Pili Cam. Sur; **JEANINE'S EATERY**, San Agustin, Pili, Cam. Sur; Naga City, **PAY-KIKS FOOD STALL**, Dinaga, Naga City;

LOT 2 – ERIVAN GENERAL MERCHANDISE, Naga City; **ALLAN-JUSTINE GENERAL MERCHANDISE**, Naga City; **RFK GENERAL MERCHANDISE**, Pili Camarines Sur and any other interested Bidders are hereby requested to submit the following documents;

1. Mayor's Permit (updated or at least proof of renewal for 2022)
2. DTI /SEC Registration
3. PhilGeps Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Preferred Menu for Lot 1

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 06 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



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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

Name of Project:

LOT 1- CATERING SERVICES AND LOT 2- VARIOUS MATERIALS FOR USE DURING THE CONDUCT OF DA RFO 5 SUMMER SPORTSFEST 2022

**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- CATERING SERVICES								
	Day 1 - Opening (May 16, 2022) AM/PM Snacks		800 pax						
	Day 2- (May 17, 2022) AM/PM Snacks		200 pax						
	Day 3- (May 18, 2022) AM/PM Snacks		200 pax						
	Day 4- (May 19, 2022) AM/PM Snacks		200 pax						
	TOTAL FOR LOT 1								
	LOT 2- VARIOUS MATERIALS								
	Basket ball		2 pcs						
	Big Sack (twin)		4 pcs						
	Slippers		4 pcs						
	Bakya		4 pcs						
	Scarf		4 pcs						
	Umbrella		4 pcs						
	Basket		4 pcs						
	Mario Dress (Ukay)		4 pcs						

Dodge Balls		2 pcs						
Hula Hoops		4 pcs						
Chinese Garter (rubber bonds)		1 pc						
Rope for tug war		10 meters						
Cloth for 4 team flags (4 Colors)		4 yards						
Bouquet for Ms. DA		4 set						
Sash for Ms. DA		4 pcs						
Ink (003 and 664 CMYK		8 pcs						
Specialty Paper		3 doz.						
Tarpaulin 4x8 feet		8 pcs						
Tarpaulin 10x16 ft.		3 pcs						
Bond Paper long		1 ream						
Bond Paper short		1 ream						
T-shirt for DAEA Officer		12 pcs						
T-shirt Mint Green		100 pcs						
T-shirt Peach		100 pcs						
T-shirt Aqua Blue		100 pcs						
T-shirt Purple		100 pcs						
Acrylic Trophy Regular (Customized)		20 pcs						
Acrylic Trophy Big (Customized)		4 pcs						
Certificate Holder		21 pcs						
Battery Double A		12 pcs						
Battery Triple A		12 pcs						
Battery 9 v		8 pcs						
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]

MEALS FOR DA 5 SPORTSFEST 2022

DATE	AM Snacks	PM Snacks
Day 1 (May 16, 2022)	Sotanghon Guisado with Baduya Bottled Coke With bottled water	Clubhouse Sandwich with chips Bottled juice With bottled water
Day 2 (May 17, 2022)	Pancit Guisado with Bread	Sandwich (Cheese Pimiento)
Day 3 (May 18, 2022)	2 pcs Toasted Siopao	Balisuso/Ibos/Banana Cue (2 pcs in stick)
Day 4 (May 19, 2022)	Empanada	Tuna Sandwich