



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

[SVP-53-2022] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1 – ICT EQUIPOMENT, LOT 2 - VARIOUS OFFICE SUPPLIES AND LOT 3 - SUPPLY AND DELIVERY OF VARIOUS OTHER SUPPLIES FOR USE OF RSBSA PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED TWENTY SIX THOUSAND EIGHT HUNDRED ELEVEN PESOS (PHP326,811.00) 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 quotation for the ff:

QTY	PARTICULARS	UNIT COST	TOTAL COST
	Lot 1 – ICT Equipment		
1 unit	ID Card Printer Printing Print Mode: Dual Sided Print Type: Direct Dye-Sublimation Print Area: Edge to Edge Resolution: 300dpi (Colour & Mono); 600dpi & 1200dpi (Mono only) Dual Sided Printing: Yes Card Card Feeding: Automatic Card Size: ISO CR80 or ISO CR79 (Option-Factory installed) Card Thickness: 0.38mm (15mil) ~ 1.0mm (40mil) Card Type: PVC, PET, Composite PVC Print Speed Monochrome: 5 sec/card (720 cards/hour) YMCKO: Max 17 sec/card (212 cards/hour) YMCKOK: Max 22/sec/card (164 cards/hour) Capacity Input Card Hopper: 100 Cards/ 200 Cards with cover open Output Card Hopper: Front - 40 cards / Rear - 100 Cards System Memory: 64MB RAM Interface: 2 Line LCD / 2 LED Buttons Supported Platforms: Microsoft Windows 7/8/10, Mac OS, Linux Communication: USB, Ehternet, Wifi Power Supply: Free Voltage (AC100/220V,50~60 Hz) Power Consumption: 48W Temperature: 15~35 degrees Celcius Humidity: 35~70% Others Dimensions: 165Wx498Lx210H (mm) Weight: 5.2 kg Support of Transparent Cards Low Cost Security with UV Printing Installable Encoders: MS, Contact & Contactless Upgradble Modules: Flipper, Laminator, Ehtenet, Wifi	150,000.00	150,000.00
	SUB TOTAL		150,000.00
	Lot 2 - Supply & Delivery of various Office Supplies		
48 Ream	Bookpaper, S-20, A4	240.00	11,520.00
100 Ream	Bookpaper, S-20, Long	260.00	26,000.00
24 Ream	Bookpaper, S-20, Short	240.00	5,760.00
30 Pcs	Sintra board, A4, 3mm, black & white	50.00	1,500.00
15 Packs	Photopaper, Premium High Glossy, A4, 20's	100.00	1,500.00
15 Packs	Phototop cold laminating film assorted, A4, 10's	145.30	2,179.50
5 Packs	Sticker paper, vinyl, A4, Glossy/Matte/Transparent, 20's	260.00	1,300.00
5 Pcs	Acrylic sheet, A3, 3mm	250.00	1,250.00
127 Pcs	ID lace, 1" RSBSA logo print	50.00	6,350.00
20 Pcs	Molar File	150.00	3,000.00



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10 Pcs	Photocopier Toner (Develop Toner TN116)	2,500.00	25,000.00
2 Pcs	Heavy Duty Pencil Sharpener	255.75	511.5
10 Box	Signpen, black, liquid/gel ink, 0.5mm needle tip, 12's	250.00	2,500.00
10 Box	Signpen, blue, liquid/gel ink, 0.5mm needle tip, 12's	250.00	2,500.00
	SUB TOTAL		90,871.00
	Lot 3 - Supply and Delivery of Various Other Supplies		
60 Packs	Unscented facial tissue, 420sheet, 3ply	50	3,000.00
2 Pcs	Floor Mop with Drain	779.5	1,559.00
1 set	Floor cleaner intuitively reflexive	3,950.00	3,950.00
4 sets	Filament, CMYK, pla, nw 1k	900	3,600.00
3 Dozen	Plate, Ceramic, 8 inches	1,800.00	5,400.00
3 sets	Spoon, fork, knife & coffee spoon golden 24pcs/set	1,500.00	4,500.00
10 Sets	Cup and saucer, set (2's)	120	1,200.00
50 Bottles	Alcohol 70% isoprohyl/ethyl, 1 gal.	300	15,000.00
20 Bottles	Dishwashing liquid (1 liter) asstd. Scent	90	1,800.00
20 Dozen	Tissue roll, 2 ply	160	3,200.00
220 Boxes	Face Mask kn95, assorted colors, 10's	60	13,200.00
40 Bottles	Liquid Hand Soap, 500 ml	100	4,000.00
42 pcs	Coffee Mug ceramic with rsbsa logo	90	3,780.00
11 boxes	Vitamin C w/ zinc 100's	200	2,200.00
2 Pcs	Plates, spoons & glasses aluminum cabinet	5,675.00	11,350.00
1 set	Etching box, multi-dimension, A5, filament	6,900.00	6,900.00
5 Sets	Soft Broom	170	850.00
4 Pcs	Dust Pan, Plastic	112.75	451.00
	SUB TOTAL		85,940.00
	GRAND TOTAL		₱326,811.00

The agency intends to apply the amount **THREE HUNDRED TWENTY SIX THOUSAND EIGHT HUNDRED ELEVEN PESOS (PHP326,811.00)** 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.

As such, **AVG SUPPLIES AND TRADING, Pampanga; RFK GEN MDSE , ALLAN JUSTINE GENERAL MERCHANDISE** and any other interested Bidders are hereby requested to submit the following documents;

1. Mayors 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. Pictures / Brochures

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 **1:30 in the afternoon of 16 May 2022** at the 3rd Floor, Sta Catalina Hall, Operations Bldg., 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.

May 11, 2022 San Agustin, Pili, Camarines Sur.

LUZ R. MARCELINO
BAC Chairperson
RTD For Operations



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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 unitprice.

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 – ICT EQUIPOMENT, LOT 2 - VARIOUS OFFICE SUPPLIES AND LOT 3 - VARIOUS OTHER SUPPLIES FOR USE OF RSBSA PROGRAM

Name of Project:

Name of Bidder /

Authorized Representative: _____

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 COST INCIDENTAL TO DELIVERY, PER ITEM	SALES AND OTHER TAXES PAYABLE IF CONTRACT IS AWARDED, PER ITEM	COST OF INCIDENTAL SERVICES IF APLICABLE, PER ITEM	TOTAL PRICE, PER UNIT (col 5+6+7+8)	TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	Lot 1 – ICT Equipment								
	ID Card Printer Printing Print Mode: Dual Sided Print Type: Direct Dye-Sublimation Print Area: Edge to Edge Resolution: 300dpi (Colour & Mono); 600dpi & 1200dpi (Mono only) Dual Sided Printing: Yes Card Card Feeding: Automatic Card Size: ISO CR80 or ISO CR79 (Option-Factory installed) Card Thickness: 0.38mm (15mil) ~ 1.0mm (40mil) Card Type: PVC, PET, Composite PVC Print Speed Monochrome: 5 sec/card (720 cards/hour) YMCKO: Max 17 sec/card (212 cards/hour) YMCKOK: Max 22/sec/card (164 cards/hour) Capacity Input Card Hopper: 100 Cards/ 200 Cards with cover open Output Card Hopper: Front - 40 cards / Rear - 100 Cards System Memory: 64MB RAM Interface: 2 Line LCD / 2 LED Buttons Supported Platforms: Microsoft Windows 7/8/10, Mac OS, Linux Communication: USB, Ehternet, Wifi Power Supply: Free Voltage (AC100/220V,50~60 Hz) Power Consumption: 48W Temperature: 15~35 degrees Celcius Humidity: 35~70% Others Dimensions: 165Wx498Lx210H (mm) Weight: 5.2 kg Support of Transparent Cards Low Cost Security with UV Printing Installable Encoders: MS, Contact & Contactless Upgradble Modules: Flipper, Laminator, Ehtenet, Wifi		1 unit						
	SUB TOTAL								

	Lot 2 - Supply & Delivery of various Office Supplies								
	Bookpaper, S-20, A4		48 Ream						
	Bookpaper, S-20, Long		100 Ream						
	Bookpaper, S-20, Short		24 Ream						
	Sintra board, A4, 3mm, black & white		30 Pcs						
	Photopaper, Premium High Glossy, A4, 20's		15 Packs						
	Phototop cold laminating film assorted, A4, 10's		15 Packs						
	Sticker paper, vinyl, A4, Glossy/Matte/Transparent, 20's		5 Packs						
	Acrylic sheet, A3, 3mm		5 Pcs						
	ID lace, 1" RSBSA logo print		127 Pcs						
	Molar File		20 Pcs						
	Photocopier Toner (Develop Toner TN116)		10 Pcs						
	Heavy Duty Pencil Sharpener		2 Pcs						
	Signpen, black, liquid/gel ink, 0.5mm needle tip, 12's		10 Box						
	Signpen, blue, liquid/gel ink, 0.5mm needle tip, 12's		10 Box						
	SUB TOTAL								
	Lot 3 - Supply and Delivery of Various Other Supplies								
	Unscented facial tissue, 420sheet, 3ply		60 Packs						
	Floor Mop with Drain		2 Pcs						
	Floor cleaner intuitively reflexive		1 set						
	Filament, CMYK, pla, nw 1k		4 sets						
	Plate, Ceramic, 8 inches		3 Dozen						
	Spoon, fork, knife & coffee spoon golden 24pcs/set		3 sets						
	Cup and saucer, set (2's)		10 Sets						
	Alcohol 70% isoprohyl/ethyl, 1 gal.		50 Bottles						
	Dishwashing liquid (1 liter) asstd. Scent		20 Bottles						
	Tissue roll, 2 ply		20 Dozen						

	Face Mask kn95, assorted colors, 10's		220 Boxes						
	Liquid Hand Soap, 500 ml		40 Bottles						
	Coffee Mug ceramic with rsbsa logo		42 pcs						
	Vitamin C w/ zinc 100's		11 boxes						
	Plates, spoons & glasses aluminum cabinet		2 Pcs						
	Etching box, multi-dimension, A5, filament		1 set						
	Soft Broom		5 Sets						
	Dust Pan, Plastic		4 Pcs						
	SUB TOTAL								
	GRAND TOTAL								P

[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]