



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

(SVP-SAAD-33-2022) REQUEST TO SUBMIT PROPOSAL FOR THE (LOT 1) FOOD AND ACCOMMODATION IN SORSOGON, (LOT 2) FOOD AND ACCOMMODATION IN CAMARINES SUR, (LOT 3) VAN RENTAL AND (LOT 4) TRAINING SUPPLIES FOR USE DURING THE CONDUCT OF VARIOUS WORKSHOP & MEETINGS UNDER SAAD PROGRAM FY 2022 IN THE PROVINCE OF SORSOGON AND CAMARINES SUR AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED TWENTY ONE THOUSAND PESOS (PHP721,000.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

LOT 1- FOOD AND ACCOMMODATION IN SORSOGON (2 ACTIVITIES)			
Quantity	Particulars	Unit price	Total Price
40 pax	Day 0 PM Snacks, Dinner & Accommodation (2 activities)	1,200.00/pax/activity	96,000.00
40 pax	Day 1 - 2 Fullboard Meals & Accommodation x 2 days (2 activities)	1,500.00/pax/day/ activity	240,000.00
40 pax	Day 3 Breakfast , AM Snack & Lunch (2 activities)	500.00/pax/activity	40,000.00
TOTAL FOR LOT 1			P 376,000.00
(LOT 2) FOOD AND ACCOMMODATION IN CAMARINES SUR			
Quantity	Particulars	Unit price	Total Price
40 pax	Day 0 PM Snacks, Dinner & Accommodation	1,200.00/pax	48,000.00
40 pax	Day 1 - 2 Fullboard Meals & Accommodation x 2 days	1,500.00/pax/day	120,000.00
40 pax	Day 3 Breakfast , AM Snack & Lunch	500.00/pax	20,000.00
TOTAL FOR LOT 2			P 188,000.00
(LOT 3) VAN RENTAL –			
Quantity	Particulars	Unit price	Total Price
4 units	Van rental- Sorsogon for 2 days --Sorsogon : from Camsur & points to Sorsogon	7,000.00/unit/day	P 56,000.00
2 units	Van rental- Camarines Sur for 2 days --Camarines Sur : from Sorsogon & points to Camsur	7,000.00/unit/day	P 28,000.00
TOTAL FOR LOT 3			P 84,000.00
(LOT 4) TRAINING SUPPLIES(office and medical Supplies)			
Quantity	Particulars	Unit price	Total Price
80	Notebooks	30.00	2,400.00
80 pcs	Ballpens	20.00	1,600.00
80 pcs	Expanding Envelope, long	15.00	1,200.00
10 pcs	Bookpaper, Advance Long	300.00	3,000.00
9 reams	Bookpaper, Advance A4	260.00	2,340.00
23 reams	Ordinary Brown Envelope, long	10.00	230.00
5 pc	Epson Ink 003, Black	420.00	2,100.00
3 bot	Epson Ink 003, Cyan	420.00	1,260.00



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3 bot	Epson Ink 003, Magenta	420.00	1,260.00
3 bot	Epson Ink 003, Yellow	420.00	1,260.00
2 bot	Canon GI-790, Black 135ml	470.00	940.00
2 bot	Canon GI-790, Cyan 70ml	440.00	880.00
2 bot	Canon GI-790, Magenta 70ml	440.00	880.00
2 bot	Canon GI-790, Yellow 70ml	440.00	880.00
6 pc	Flashdrive, 128GB	1,500.00	9,000.00
5 doz	Battery AAA	720.00	3,600.00
9 doz	Battery AA	780.00	7,020.00
8 pc	Stapler with Staple Remover #35	300.00	2,400.00
12 box	Staple wire #35	35.00	420.00
14 pc	Correction Tape	35.00	490.00
3 cart	Toner	8,000.00	24,000.00
4 pc	Storage Box with wheels (120L)	1,000.00	4,000.00
12 pc	Alcohol, 70% solution	90.00	1,080.00
4 doz	2-ply Tissue Paper	110.00	440.00
4 pc	Masking Tape, 2"	80.00	320.00
TOTAL FOR LOT 4			P 73,000.00
GRAND TOTAL			P 721,000.00

FOR USE DURING THE CONDUCT OF VARIOUS WORKSHOP & MEETINGS UNDER SAAD PROGRAM FY 2022 IN THE PROVINCE OF SORSOGON AND CAMARINES SUR. The Agency Intends to apply the amount of **SEVEN HUNDRED TWENTY ONE THOUSAND PESOS (PHP721,000.00)** 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.

As such,

(LOT 1) – SORSOGON

1. **CASA FELIZ**, Juban, Sorsogon City;
2. **F.E. LEE SPORTS BAR**, Sorsogon; **and**
3. **SORSOGON PARADISE RESORT**, Sorsogon City; and all interested caterers/bidders

(LOT 2)– CAMARINES SUR

1. **ROBIEDO, INC.** Naga City,
2. **AVENUE PLAZA HOTEL**, Naga City; **and**
3. **PRIMUS HOTEL**, Naga City; and all interested caterers/bidders

(LOT 3) – VAN RENTAL

4. **AOL TRAVEL & TOURS**, Legazpi City,
5. **FIRST LEGAZPI TOURIST TRANSPORT SERVICE COOP**, Brgy. West Binahuanan, Legazpi City; **and**
6. **TIERRA DE IBALON TOURS**, Naga City and all interested bidders

(LOT 4) – TRAINING SUPPLIES

1. **ERIVAN GENERAL MERCHANDISE** Naga City,
2. **RFK GEN. MDSE**, Pili, Camarines Sur; **and**
3. **ALLAN JUSTINE GENERAL MERCHANDISE** Magarao, Camarines Sur and all interested suppliers/bidders



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Are hereby requested to submit the following documents:

1. Mayor's Permit (Updated)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return (2021)
5. Omnibus Sworn Statement (Revised)
6. BIR Registration
7. Menu/ Brochure (Please see attached preferred menu for (Lots 1 and 2)
8. Pictures of product being offered (Lot 4)

The bidders are required to pay Php500.00/per lot 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 10:00 in the morning of 01 July 2022 at 3rd Floor, Training 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 see or call BAC Secretariat, Legal Office, Tel. No. (054) 477-33-56.

23 June 2022, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
Chairperson, Bids and Awards Committee



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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;



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[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]

GPPB Resolution No. 16-2020, dated 16 September 2020



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Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
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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 _____ 2022.

(Name and Signature of Bidder OR
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

MENU

Day 0

LUNCH

- Sinigang na Hipon
- Pork BBQ
- Mixed Veggies
- Steamed Rice
- Fruity Gelatin

PM SNACKS

- Meatball Spaghetti
- Four Seasons Juice

DINNER

- Tinolang Manok
- Lechon Kawali
- Bicol Express
- Steamed Rice
- Leche Flan

Day 1

BREAKFAST

- Smoked Fish
- Salted Egg
- Hotdog
- Garlic Rice
- Coffee
- Fruit in Season

AM SNACKS

- Pork Empanada
- Cucumber Juice

LUNCH

- Cream of Mushroom
- Pork Sisig
- Sinigang na Baboy
- Steamed Rice
- Cathedral Window

PM SNACKS

- Meatball Spaghetti
- Soda in glass

DINNER

- Cream of Pumpkin
- Vegetable Casserole
- Chicken BBQ
- Binagoongang Baboy
- Steamed Rice
- Fruit in seas

Day 2

BREAKFAST

- Daing na Abu

- Corned Beef with Potato
- Sunny Side-up
- Garlic Rice
- Brewed Coffee
- Fruit in season

AM SNACKS

- Toasted Siopao
- Iced Tea

LUNCH

- Cream of Pumpkin
- Broccoli with Garlic
- Kinunot
- Steamed Rice
- Mango Lecheton

PM SNACKS

- Pancit Guisado
- Pineapple Juice

DINNER

- Cream of Pumpkin Soup
- Buttered Chicken
- Gulay na Laing
- Kare-Kareng Baka
- Steamed Rice
- Leche Flan

Day 3

BREAKFAST

- Beef Tapa
- Pork Luncheon Meat
- Sunny Side-up
- Garlic Rice
- Brewed Coffee
- Fruit in season

AM SNACKS

- Assorted Fruits
- Iced Tea

LUNCH

- Cream of Mushroom
- Fried Chicken
- Laing
- Steamed Rice
- Fruit Salad