



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

**REQUEST TO SUBMIT PROPOSAL FOR THE LABOR AND MATERIALS FOR THE REPAIRS OF THE VARIOUS FACILITY AT DA-CNLRRS, CALASGASAN, DAET CAMARINES NORTE UNDER 2022 HVCDP AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 750,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY 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 LABOR AND MATERIALS FOR THE REPAIRS OF THE VARIOUS FACILITY AT DA-CNLRRS, CALASGASAN, DAET CAMARINES NORTE UNDER 2022 HVCDP. The agency intends to apply the amount of SEVEN HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 750,000.00) 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: **MTJ CONSTRUCTION AND SUPPLY**, Cong. J. Nuyda Ave. Brgy 4, Camalig, Albay; **GREAT WALL ENGINEERING**, 249 P3, Brgy., Cobangbang, Daet, Camarines Norte; **MAGDA CONSTRUCTION AND SUPPLY**, Legazpi City, Albay and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return (Updated)
5. Omnibus Sworn Statement
6. BIR Registration
7. PCAB License

The bidders are required to pay Php 1,000.00 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 8 July 2022 at 3<sup>rd</sup> Floor Sta. Catalina 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.

**July 4, 2022**, Pili, Camarines Sur.

**LUZ R. MARCELINO**  
Chairman, Bids & Awards Committee  
RTD for Operation



**Department of Agriculture**  
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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the *[Name of Project]* of the *[Name of the Procuring Entity]*.
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_

<sup>1</sup> currently based on GPPB Resolution No. 09-2020



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Omnibus Sworn Statement (Revised)  
[shall be submitted with the Bid]

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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;



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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

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

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]



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[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Unit No. 5  
San Agustin, Pili, Camarines Sur

**Project Title** : REPAIR OF PINEAPPLE PROCESSING FACILITY  
**Project Location** : DA-CNLRSS Compound, Calasagan, Daet Camarines Norte  
**Appropriation** : ₱305,000.00  
**Source of Fund** : HVCDP  
**Project Description** : Repair/Improvement  
**Scope of Works** : Repair of Damage on Ceiling  
Replacement of Main Door  
Installation of Water System  
Installation of Floor Tiles  
Repainting  
Improvement of Windows

Classification : Facility  
No. of Unit : 1  
Net Length :  
Project Duration : 30 Days  
Starting Date : Upon Receipt of NTP

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL COST
I	PREPARATION WORKS	1	lot	
II	CEILING WORKS	52	sq m	
III	PLUMBING WORKS	1	lot	
IV	TILE WORKS	52	sq m	
V	DOORS & WINDOWS	1	lot	
VI	PAINTING WORKS	1	lot	

**TOTAL PROJECT COST:** \_\_\_\_\_

**AMOUNT IN WORDS:** \_\_\_\_\_

\_\_\_\_\_  
**NAME AND SIGNATURE OF CONTRACTOR**





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Project Title : REPAIR/IMPROVEMENT OF SCREEN HOUSE Classification : Net House  
Project Location : DA-CNLRRS Compound, Calasgasan, Daet, Camarines Norte No. of Unit : 1  
Appropriation : ₱365,000.00 Net Length :  
Source of Fund : HVCDP Project Duration : 20 days  
Project Description : Screen House Expansion / Improvement Starting Date :  
Scope of Works :

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL COST
I	PREPARATION WORKS	1	lot	
II	EARTHWORKS	2.7	cu. m	
III	STEEL WORKS & OTHER MATERIALS	1	lot	
IV	CONCRETE WORKS	1.5	cu. m	
V	MASONRY WORK	1	lot	
VI	PAINTING WORKS	1	lot	
VII	EQUIPMENT RENTAL	1	lot	

TOTAL PROJECT COST : \_\_\_\_\_

AMOUNT IN WORDS : \_\_\_\_\_

\_\_\_\_\_  
NAME AND SIGNATURE OF CONTRACTOR



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**Project Title** : REPAIR/IMPROVEMENT OF SEED BANK Classification : Infrastructure  
**Project Location** : DA-CNLRSS Compound, Calasagan, Daet Camarines Norte No. of Unit : 1  
**Appropriation** : ₱50,000.00 Net Length :  
**Source of Fund** : HVCDP Project Duration : 15 Days  
**Project Description** : REPAIR/IMPROVEMENT OF SEED BANK Starting Date : Upon Receipt of NTP  
**Scope of Works** : Repainting of Entire Exterior  
Repair of Minor Damage on Roofing  
Including Minor Damage in Ceiling

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL COST
I	PREPARATION WORKS	1	lot	
II	PAINTING WORKS	1	lot	
III	ROOFING WORKS	1	lot	

**TOTAL PROJECT COST** : \_\_\_\_\_

**AMOUNT IN WORDS** : \_\_\_\_\_

\_\_\_\_\_  
**NAME AND SIGNATURE OF CONTRACTOR**





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San Agustin, Pili, Camarines Sur

<b>Project Title</b>	: <b>REPAIR OF PINEAPPLE PROCESSING FACILITY (PRIMARY COOP)</b>	Classification	: Facility
<b>Project Location</b>	: <u>DA-CNLRSS Compound, Calasagan, Daet Camarines Norte</u>	No. of Unit	: 1
<b>Appropriation</b>	: <b>₱30,000.00</b>	Net Length	:
<b>Source of Fund</b>	: <u>HVCDP</u>	Project Duration	: 7 Days
<b>Project Description</b>	: <u>REPAIR OF PINEAPPLE PROCESSING FACILITY (PRIMARY COOP)</u>	Starting Date	: <u>Upon Receipt of NTP</u>
<b>Scope of Works</b>	: <u>Repair of Minor Damage on Ceiling</u>		
	: <u>Repair of Main Door</u>		

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL COST
I	PREPARATION WORKS	1	lot	
II	CEILING WORKS	1	lot	
III	DOORS	1	lot	

**TOTAL PROJECT COST** : \_\_\_\_\_

**AMOUNT IN WORDS** : \_\_\_\_\_

\_\_\_\_\_  
**NAME AND SIGNATURE OF CONTRACTOR**