



[SVP-84-2022] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1 – OFFICE SUPPLIES AND LOT 2 – MACHINERIES AND EQUIPMENT FOR USE IN THE IMPLEMENTATION OF THE PROJECT ON MARKET ASSESSMENT AND REFINEMENT OF WHITE OYSTER MUSHROOM UNDER DA BAR AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FORTY THOUSAND PESOS (PHP140,000.00) 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 suppliers to submit complete bid quotation for the ff:

QTY	PARTICULARS	UNIT COST	TOTAL COST
	LOT 1- Office Supplies		
12 boxes	Bookpaper, Long	1,400.00	16,800.00
8 boxes	Bookpaper, A4	1,350.00	10,800.00
8 boxes	Sign pens, 0.5mm Liquid gel	540.00	4,320.00
20 boxes	pencil	100.00	2,000.00
4 pcs	Stapler No.35 HD	350.00	1,400.00
10 boxes	Staple Wire No.35	51.00	510.00
4 pcs	Scissors, big HD	120.00	480.00
40 pcs	Envelope, Expanding Long with Garter	20.00	800.00
40 pcs	Envelope, Expanding Short with Garter	19.00	760.00
40 pcs	Folder Expanding Long	20.00	800.00
40 pcs	Folder Ordinary Long	11.00	440.00
40 pcs	Folder Ordinary Short, white	10.00	400.00
4 pcs	Highlighter, assorted	140.00	560.00
20 pcs	Molar box with Cover. Big square	495.00	9,900.00
2 boxes	Paper clips 55mm	15.00	30.00
	Sub Total		50,000.00
	LOT 2- MACHINERY& EQUIPMENT		
2 units	Instant Vortex Plus7 in 1 Air Smart Air Fryer Oven 9.5L	15,000.00	30,000.00
2 units	12 Liters (6L+6L) Double Tank Gas Fryer for Commercial/Industrial use	15,000.00	30,000.00
2 units	Vacuum Food Sealers Vacuum Sealer Packaging Machine Professional Wet Bag Sealing Machine Household Vacuum Sealer Machine	15,000.00	30,000.00
	Sub Total		90,000.00
	GRAND TOTAL		₱140,000.00



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

The agency intends to apply the amount **ONE HUNDRED FORTY THOUSAND PESOS (PHP140,000.00)** 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, For Lot 1 and Lot 2 – RFK GENERAL MERCHANDISE, MAGTUR GENERAL MERCHANDISE and AVG Office Supplies Trading 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

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 **1:00 in the afternoon of 01 August 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.

July 25, 2022 San Agustin, Pili, Camarines Sur.

ENGR. TEODORO C. ELEDA
Engineer IV
BAC Vice Chairperson



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

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 – OFFICE SUPPLIES AND LOT 2 – MACHINERIES AND EQUIPMENT FOR USE IN THE IMPLEMENTATION OF

Name of Project: **THE PROJECT ON MARKET ASSESSMENT AND REFINEMENT OF WHITE OYSTER MUSHROOM UNDER DA BAR**

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 APPLICABLE, PER ITEM	TOTAL PRICE, PER UNIT (col 5+6+7+8)	TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)
	LOT 1- Office Supplies								
	Bookpaper, Long		12 boxes						
	Bookpaper, A4		8 boxes						
	Sign pens, 0.5mm Liquid gel		8 boxes						
	pencil		20 boxes						
	Stapler No.35 HD		4 pcs						
	Staple Wire No.35		10 boxes						
	Scissors, big HD		4 pcs						
	Envelope, Expanding Long with Garter		40 pcs						
	Envelope, Expanding Short with Garter		40 pcs						
	Folder Expanding Long		40 pcs						
	Folder Ordinary Long		40 pcs						
	Folder Ordinary Short white								
	Highlighter assorted		4 pcs						
	Molar box with Cover. Big square		20 pcs						
	Paper clips 55mm		2 boxes						
	Sub Total								



	LOT 2- MACHINERY& EQUIPMENT								
	Instant Vortex Plus7 in 1 Air Smart Air Fryer Oven 9.5L		2 units						
	12 Liters (6L+6L) Double Tank Gas Fryer for Commercial/Industrial use		2 units						
	Vacuum Food Sealers Vacuum Sealer Packaging Machine Professional Wet Bag Sealing Machine Household Vacuum Sealer Machine		2 units						
	Sub Total								
	GRAND TOTAL							₱	

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of the supplier



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



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]