



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

SUPPLY AND DELIVERY OF LOT 1: OFFICE
 SUPPLIES AND LOT 2: OTHER SUPPLIES FOR
 USE AT RAFC:ABC- 123,800.00

REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1: OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES FOR USE AT RAFC WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED TWENTY-THREE THOUSANDS EIGHT HUNDRED PESOS (P 123,800.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE THE 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 proposal for the ff:

PARTICULAR	QUANTITY	UNIT	UNIT COST	TOTAL ABC
LOT I: OFFICE SUPPLIES				
Bookpaper, S20, A4	5	Boxes	1,450.00	7,250.00
Laid Board Paper (White)	10	Packs	160.00	1,600.00
Cartolina (Assorted Color)	50	Pcs	12.00	600.00
Notebook (70 Leaves)	10	doz	100.00	1,000.00
Packing Tape 3"	10	rolls	80.00	800.00
Double Sided Tape "1	10	Rolls	60.00	600.00
Scotch Tape "1	10	Rolls	50.00	500.00
AA Battery	20	Pcs	45.00	900.00
AAA Battery	20	Pcs	55.00	1,100.00
AA Battery (Rechargeable) 4Pcs with Charger	5	packs	700.00	3,500.00
AAA Battery (Rechargeable) 4Pcs with Charger	5	packs	750.00	3,750.00
Photo Paper, A4	14	packs	150.00	2,100.00
Ring Binder "1	50	Pcs	25.00	1,250.00
Ring Binder "1/2	50	Pcs	25.00	1,250.00
Expanding Envelope (Assorted color)	200	Pcs	25.00	5,000.00
Colored Paper (Assorted Color)	5	reams	450.00	2,250.00
Ordinary Folder(Brown), long	190	Pcs	15.00	2,850.00
Expanding Folder (Green), long	100	pcs	20.00	2,000.00
Stapler with Remover (Heavy Duty)	10	Pcs	450.00	4,500.00
Stapler Wire #35 Heavy Duty	10	Boxes	55.00	550.00
My Gel Pen, Black 0.3 12s	10	boxes	450.00	4,500.00
My Gel Pen, Black 0.7 12s	5	boxes	450.00	2,250.00
My Gel Pen, Blue 0.5 12s	5	boxes	450.00	2,250.00
My Gel Pen, Blue 0.7 12s	5	boxes	450.00	2,250.00
Pentel Pen	30	Pcs	80.00	2,400.00
PVC Cover (Clear), long	5	reams	800.00	4,000.00
PVC Cover (Clear), A4	5	reams	750.00	3,750.00
Ordinary Brown Envelope, long	199	Pcs	15.00	2,985.00



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 SUPPLIES AND LOT 2: OTHER SUPPLIES
 FOR USE AT RAFC:ABC- 123,800.00

Pencil	15	boxes	120.00	1,800.00
Correction Tape	33	Pcs	45.00	1,485.00
Fastener, Metal	20	Boxes	80.00	1,600.00
Clipboard, Plastic, Long	31	Pcs	130.00	4,030.00
Cutter, Big	10	Pcs	100.00	1,000.00
Pentel Pen Permanent	15	Pcs	45.00	675.00
Molar Box With Cover	9	Pcs	500.00	4,500.00
Ballpen, Black 50'S	9	Boxes	500.00	4,500.00
Scissor, Big	10	Pcs	120.00	1,200.00
Stabilo	15	Pcs	55.00	825.00
Binder Clip, Small	10	Boxes	115.00	1,150.00
Binder Clip, Medium	10	Boxes	150.00	1,500.00
Binder Clip, Large	10	Boxes	180.00	1,800.00
TOTAL LOT 1:				<u>P 93,800.00</u>
LOT 2: OTHER SUP				
PANEL LIGHT - 40W, DIMENSION 595mm x 595mm, AC 230V, 60Hz	7	Pcs	4,000.00	28,000.00
Cooler Ice Box 15L	1	pcs	2,000.00	2,000.00
TOTAL LOT 2:				<u>30,000.00</u>
GRAND TOTAL				<u>P 123,800.00</u>

For **SUPPLY AND DELIVERY OF LOT 1: OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES FOR USE AT RAFC.** The agency intends to apply the amount of **ONE HUNDRED TWENTY-THREE THOUSANDS EIGHT HUNDRED PESOS (P 123,800.00).** **Partial bid is not 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 Boning Trading, Naga City; Evaness-Naga , Naga City and Allan Justine General Merchandise, Magarao, Camarines Sur and all interested bidders are hereby requested to submit the following documents:

1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration

The bidders are required to pay Php500.00 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



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**SUPPLY AND DELIVERY OF LOT 1: OFFICE
SUPPLIES AND LOT 2: OTHER SUPPLIES
FOR USE AT RAFC:ABC- 123,800.00**

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 10:00am in the morning of 31 August 2022 at 3rd 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 email at bacrfo5@gmail.com. DA-BAC Secretariat Office.

19 August 2022, Pili, Camarines Sur.

Engr. TEODORO C. ELEDA
ENGINEER IV
BAC, Vice-Chairman

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]

**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.)

For Goods Offered From Within the Philippines

Name of Project: SUPPLY AND DELIVERY OF LOT 1: OFFICE SUPPLIES AND LOT 2: OTHER SUPPLIES FOR USE AT RAFC-ABC –P123,800.00

Date of Bidding: AUG. 31. 2022, 10am at Sta. Catalina Hall, Operations Building, DA-RFU 5

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 costs 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 I: OFFICE SUPPLIES								
	Bookpaper, S20, A4		5boxs						
	Laid Board Paper (White)		10pk						
	Cartolina (Assorted Color)		50pcs						
	Notebook (70 Leaves)		10doz						
	Packing Tape 3"		10roll						
	Double Sided Tape "1		10roll						
	Scotch Tape "1		10roll						
	AA Battery		20pc						
	AAA Battery		20pc						
	AA Battery (Rechargeable) 4Pcs with Charger		5pack						
	AAA Battery (Rechargeable) 4Pcs with Charger		5pack						
	Photo Paper, A4		14pk						
	Ring Binder "1		50pcs						

	Ring Binder "1/2		50pcs						
	Expanding Envelope (Assorted color)		50pcs						
	Colored Paper (Assorted Color)		5rms						
	Ordinary Folder(Brown), long		190pc						
	Expanding Folder (Green), long		100pc						
	Stapler with Remover (Heavy Duty)		10pc						
	Stapler Wire #35 Heavy Duty		10box						
	My Gel Pen, Black 0.3 12s		10box						
	My Gel Pen, Black 0.7 12s		5box						
	My Gel Pen, Blue 0.5 12s		5box						
	My Gel Pen, Blue 0.7 12s		5box						
	Pentel Pen		30pc						
	PVC Cover (Clear), long		5rm						
	PVC Cover (Clear), A4		5rm						
	Ordinary Brown Envelope, long		199pc						
	Pencil		15box						
	Correction Tape		33pc						
	Fastener, Metal		20box						
	Clipboard, Plastic, Long		31pc						
	Pentel Pen Permanent		10pc						
	Ballpen, Black 50'S		15pc						
	Scissor, Big		9box						
	Stabilo		9pc						
	Binder Clip, Small		10box						
	Binder Clip, Medium		15pc						
	Binder Clip, Large		10box						
	Total lot 1:		10box						

	LOT 2:Other Supplies PANEL LIGHT - 40W, DIMENSION 595mm x 595mm, AC 230V, 60Hz Cooler Ice Box 15L TOTAL LOT 2: GRAND TOTAL		7pcs 1pc						
GRAND TOTAL									

 (Signature)

 (in the capacity of)



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

A food-secure Philippines

with prosperous farmers and fisherfolk

