



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

[SVP-102-22] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE LOT 1- CATERING SERVICES, LOT 2- TRAINING SUPPLIES FOR USE DURING THE CONDUCT OF THE SERIES OF TRAININGS FOR THE INTEGRATED LABORATORY DIVISION (ILD) PERSONNEL AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED NINETY-FIVE THOUSAND SEVEN HUNDRED FIFTY PESOS (PHP195,750.00) 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 contractors to submit complete bid quotation for the following:

QTY	PARTICULARS	UNIT COST	TOTAL COST
	LOT 1- CATERING SERVICES		
	<i>IGAP ANALYSIS (5 days)</i>		
30 pax	Food (AM/PM Snacks, Lunch) for 5 days	355.00	53,250.00
	<i>II. QUALITY MANAGEMENT TRAININGS</i>		
	<i>1. Document Control and Record Management</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>2.Risk Management for Laboratories</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>3.Cause Analysis and Corrective Actions</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>4.Decision Rule and Statement Conformity</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>III. TECHNICAL TRAININGS</i>		
	<i>1.Introduction to Metrology and Calibration, Traceability and Interpretation of Calibration Certificates</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>2. Verification of Temperature, Weighing and Volume Instruments</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>3. Measurement uncertainty Evaluation and Estimation (Chemical and Microbiology) for 2 days</i>		
30 pax	Food (AM/PM Snacks, Lunch) for 2 days	355.00	21,300.00
	<i>4. Method Validation</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	<i>5. Quality Assurance, Quality Control and Good Laboratory Practices</i>		
30 pax	Food (AM/PM Snacks, Lunch)	355.00	10,650.00
	TOTAL FOR LOT 1		₱159,750.00
	LOT 2- TRAINING SUPPLIES		
60 pcs	USB, 16GB	600.00	36,000.00
	GRAND TOTAL		₱195,750.00

The agency intends to apply the amount One Hundred Ninety-Five Thousand Seven Hundred Fifty Pesos (Php195,750.00) 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, **LOT 1 - CRYSTAL ANGEL CATERING SERVICES**, Pili Cam. Sur; **MAF COOP, San Agustin**, Pili Cam. Sur; **A&A CATERING SERVICES**;



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LOT 2 - HYPERTECH COMPUTERS, Naga City; **RFK GENERAL MERCHANDISE**, Pili Camarines Sur; **BYTE FORCE TECHNOLOGY**, Naga City and any other interested Bidders are hereby requested to submit the following documents;

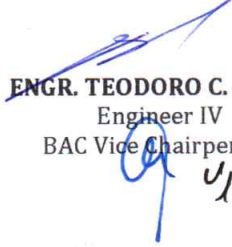
1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. Latest Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Preferred Menu (Please see attached Menu)

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 (ORIGINAL AND COPY 1), all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Vice 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 not later than 9:30 in the morning of 31 August 2022 at the (BAC Office), DA RFO 5, San Agustin, Pili Camarines Sur. Bid opening shall be on **August 31, 2022; 10:00AM** onwards at the given address below 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.

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.

August 23, 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

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 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 _____ 20____.

Name & Signature of Bidder or
Authorized Representative

Date of bidding

Address & Contact No.

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of Project:

LOT 1- CATERING SERVICES, LOT 2- TRAINING SUPPLIES FOR USE DURING THE CONDUCT OF THE SERIES OF TRAININGS FOR THE INTEGRATED LABORATORY DIVISION (ILD) PERSONNEL

Name of Bidder /

Authorized Representative:

1	2	3	4	5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QTY	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- CATERING SERVICES								
	<i>I.GAP ANALYSIS (5 days)</i>								
	Food (AM/PM Snacks, Lunch) for 5 days		30 pax						
	II. QUALITY MANAGEMENT TRAININGS <i>1.Document Control and Record Management</i>								
	Food (AM/PM Snacks, Lunch)		30 pax						
	<i>2.Risk Management for Laboratories</i>								
	Food (AM/PM Snacks, Lunch)		30 pax						
	<i>3.Cause Analysis and Corrective Actions</i>								
	Food (AM/PM Snacks, Lunch)		30 pax						

	4. Decision Rule and Statement Conformity								
	Food (AM/PM Snacks, Lunch)		30 pax						
	III. TECHNICAL TRAININGS 1. Introduction to Metrology and Calibration, Traceability and Interpretation of Calibration Certificates								
	Food (AM/PM Snacks, Lunch)		30 pax						
	2. Verification of Temperature, Weighing and Volume Instruments								
	Food (AM/PM Snacks, Lunch)		30 pax						
	3. Measurement uncertainty Evaluation and Estimation (Chemical and Microbiology) for 2 days								
	Food (AM/PM Snacks, Lunch) for 2 days		30 pax						
	4. Method Validation								
	Food (AM/PM Snacks, Lunch)		30 pax						
	5. Quality Assurance, Quality Control and Good Laboratory Practices								
	Food (AM/PM Snacks, Lunch)		30 pax						
	TOTAL FOR LOT 1								

	Lot 2- Training Supplies								
	USB, 16GB		60 pcs						
	GRAND TOTAL								

[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

[Iurat]

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



MENU FOR THE FOLLOWING TRAININGS:

DURATION

I. GAP ANALYSIS

- 5 DAYS

1st Day	2nd Day	3rd Day	4th	5th
<u>AM Snacks</u> Baked Mac Fruit Juice	<u>AM Snacks</u> Burger Cola	AM Snacks Lasagna Fresh Pineapple juice	<u>AM Snacks</u> Baked Mac Fruit Juice	<u>AM Snacks</u> Burger Cola
<u>Lunch:</u> Assorted Vegetables Fish Rice Fruits	<u>Lunch:</u> Chopsuey Buttered Chicken Rice Fruits	Lunch Sweet and Sour Fish Buttered Chicken Rice fruits	<u>Lunch:</u> Assorted Vegetables Fish Rice Fruits	<u>Lunch:</u> Chopsuey Buttered Chicken Rice Fruits
<u>PM Snacks</u> Sandwich Fruit Juice	<u>PM Snacks</u> Sandwich Fruit Juice	PM Snacks Sotanghon with chiffon cake Cucumber juice	<u>PM Snacks</u> Sandwich Fruit Juice	PM Snacks Sotanghon with chiffon cake Cucumber juice

II. QUALITY MANAGEMENT TRAININGS

1. Document Control and Record Management

- 1 DAY

<u>Am Snacks</u> Lasagna Cola
<u>Lunch</u> Pork Steak Laing Rice Fruits
<u>PM Snacks</u> Sotanghon with chiffon cake Cucumber juice

2. Risk Management for Laboratories

- 1 DAY

<u>Am Snack</u> Blueberry Cheesecake Fruit juice
<u>Lunch</u> Grilled Pork Ribs Pinangat or Laing Shrimp Sinigang Rice Mango Float
<u>PM snack</u> Baked Mac Soda



3. Cause Analysis and Corrective Actions

- 1 DAY

Am Snack

Clubhouse
 Sandwich
 Calamansi
 juice

Lunch

Pork Menudo
 Fish Lumpia
 Rice
 Buko Salad

PM Snack

Empanada
 Fruit juice

4. Decision Rule and Statement of Conformity

- 1 DAY

Am Snack

Spaghetti
 Fresh Pineapple juice

Lunch

Fish Lumpia
 Beef Broccoli
 Roasted Chicken
 Garden salad
 Rice

PM snack

Clubhouse Sandwich
 Fruit juice

III. TECHNICAL TRAININGS

1. Introduction to Metrology and Calibration,
 Traceability and Interpretation of Calibration
 Certificates

- 1 DAY

Am Snack

Lasagna
 Empanada
 cola

Lunch

Pork and Chicken adobo
 Rice
 Fruit Juice
 Lumpia
 Vegetable salad

PM snack

Burger and Cola



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2. Verification of Temperature, Weighing and Volume Instruments - 1 DAY

<u>Am Snack</u> Spaghetti Fresh Pineapple juice
<u>Lunch</u> Chopsuey Buttered Chicken Rice Fruits
<u>PM snack</u> Sotanghon with chiffon cake Cucumber juice

3. Measurement Uncertainty Evaluation and Estimation (Chemical and Microbiology) - 2 DAYS

1 st day	2 nd day
<u>Am Snack</u> Bacon Ensaymada Fruit Juice	<u>Am Snack</u> Blueberry Cheesecake Fruit juice
<u>Lunch</u> Seafoods Pinakbet Fried Tuna Pumpkin Soup Rice Lychee with Almond gel	<u>Lunch</u> Sweet and sour fish Fried pork Ribs in Salt and Pepper Rice Leche flan
Pm Snack	Pm Snack

4. Method Validation - 1 DAY

<u>Am Snack</u> Clubhouse Sandwich Calamansi juice
<u>Lunch</u> Pork Menudo Fish Lumpia Rice Buko Salad
<u>PM Snack</u> Empanada Fruit juice



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5. Quality Assurance, Quality Control and Good
Laboratory Practices

- 1 DAY

<u>Am Snack</u> Lasagna Empanada cola
<u>Lunch</u> Pork and Chicken adobo Rice Fruit Juice Lumpia Vegetable salad
<u>PM snack</u> Burger and Cola