



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

[SVP-112-22] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING SERVICES, AND TRAINING SUPPLIES AND MATERIALS FOR ENTRY AND EXIT CONFERENCES TO BE SERVED AND TO BE USED DURING THE CONDUCT OF ACTUAL INVENTORY OF DA RFO 5 PROPERTY, PLANT AND EQUIPMENT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVENTY-THREE THOUSAND SIX HUNDRED PESOS (PHP73,600.00) 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 AT CHUDS, CATANDUANES – September 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	₱ 9,000.00
	LOT 2- CATERING SERVICES AT MASBATE, MBS, MCL – Sept. 20 & 22, 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	₱ 9,000.00
	LOT 3- CATERING SERVICES AT CNLRRS, DAET – Oct. 4 & 6, 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	₱ 9,000.00
	LOT 4- CATERING SERVICES AT RDPTC, SORSOGON – Oct. 18 & 20, 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	₱ 9,000.00
	LOT 5- CATERING SERVICES AT ALBAY		
	AES – Nov. 8 & 10, 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	9,000.00
	ABS, RADDL, RFCAL – Nov. 22 & 24, 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	9,000.00
	TOTAL FOR LOT 5		₱ 18,000.00
	LOT 6- CATERING SERVICES AT DA RFO 5 COMPOUND – December 2022		
15 pax	AM & PM Snacks, 1 Lunch for 2 days	600.00	₱ 9,000.00
	LOT 7 – SUPPLIES AND MATERIALS		
30 packs	Sticker Paper, vinyl, water proof, Glossy	220.00	6,600.00
16 bottles	Ink, Epson 003, 65 ml, Black and CMY colors	250.00	4,000.00
	TOTAL FOR LOT 7		₱ 10,600.00
	GRAND TOTAL		₱73,600.00

The agency intends to apply the amount Seventy-Three Thousand Six Hundred Pesos (Php73,600.00) 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 – RAKDELL INN, MIDTOWN INN, RHAJ EXECUTIVE INN** all in Catanduanes;

LOT 2 – MAKENS CATERING SERVICES, Masbate City; **UNICA HIJA HOTEL & RESTO BAR**, Masbate City; **CIRCLE E HOTEL & RESTO BAR**, Masbate City

LOT 3 - NONOY'S FOODHAUS, Daet Cam. Norte; **BEL-AIR RESORT**, Lag on, Daet Cam. Norte; **PRATISE CAFE**, Taft Ilaod, Daet Cam. Norte

LOT 4 - F.E. LEE CATERING SERVICES, Sorsogon; **CASA FELIZ**, Sorsogon; **UNA PIZZERIA**, Sorsogon;



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LOT 5 - OAS CATERING SERVICES; REFRESHING GRACE KITCHEN; LA TERRAZA RESTAURANT AND FUNCTION HALL;

LOT 6 - CRYSTAL ANGEL CATERING SERVICES, Pili Cam. Sur; MAF COOP, San Agustin, Pili Cam. Sur; JEANINES EATERY Pili, Cam. Sur;

LOT 7 - HYPERTECH COMPUTERS, Naga City; RFK GENERAL MERCHANDISE, Pili Camarines Sur; BONINGS TRADING, 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 09 September 2022 at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The opening of Proposal shall be at 10:00AM onwards at 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.

September 5, 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

*CATERING SERVICES, AND TRAINING SUPPLIES AND MATERIALS FOR ENTRY AND EXIT
CONFERENCES TO BE SERVED AND TO BE USED DURING THE CONDUCT OF ACTUAL INVENTORY
OF DA RFO 5 PROPERTY, PLANT AND EQUIPMENT*

Name of Project:

**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 AT CHUDS, CATANDUANES - September								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	LOT 2- CATERING SERVICES AT MASBATE, MBS, MCL – Sept. 20 & 22, 2022								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	LOT 3- CATERING SERVICES AT CNLRRS, DAET – Oct. 4 & 6, 2022								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	LOT 4- CATERING SERVICES AT RDPTC, SORSOGON – Oct. 18 & 20, 2022								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						

	LOT 5- CATERING SERVICES AT ALBAY								
	<i>AES – Nov. 8 & 10, 2022</i>								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	<i>ABS, RADDL, RFCAL – Nov. 22 & 24, 2022</i>								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	TOTAL FOR LOT 5								
	LOT 6- CATERING SERVICES AT DA RFO 5 COMPOUND – December 2022								
	AM & PM Snacks, 1 Lunch for 2 days		15 pax						
	LOT 7 – SUPPLIES AND MATERIALS								
	Sticker Paper, vinyl, water proof, Glossy		30 packs						
	Ink, Epson 003, 65 ml, Black and CMY colors		16 bottles						
	TOTAL FOR LOT 7								
	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

1) CHUDS, Entry Conference

- AM snack - chicken sandwich
- Soft drinks, col2
- Lunch - Rice
- Laing
- Inihaw na Isda
- Fruits
- PM Snack - Pansit Bihon
- Bottled juice

Exit Conference

- AM Snack - Baked Mac
- Fruit Juice
- Lunch - Rice
- Pork Adobo
- Assorted vegetables
- Fruits
- PM SNACKS - Ham + Cheese Sandwich
- Fruit Juice

2) MBS & MCLD

Entry Conference

- AM Snack - Hamburger w/ Egg
- Col2
- Lunch - Rice
- Sweet and Sour Fish
- Fruits
- Mixed vegetables
- PM Snack - Sotanghon w/ chiffon cake
- Fruit Juice

Exit Conference

- AM Snack -
- Lunch - Rice
- Lumpiang Shanghai
- Chopsuey
- Fruits
- PM Snack - Clubhouse Sandwich
- Col2

3.) CNLRSS

Entry Conference

- AM Snack - Pansit Guisado
Empanada
- Lunch - Rice
- Fruits
- Roasted chicken
- Pinakbet
- PM Snack - Blueberry Cheesecake
- Fruit Juice

Exit Conference

- AM Snack -
- Lunch - Rice
- Chicken and Pork Adobo
- Pumpkin soup
- Fruits
- PM Snacks - Burger
- Cola

4.) RDPTC

Entry Conference

- AM Snack - Lasagna
- Calamansi Juice
- Lunch - Rice
- Inihaw na Tuna
- Laging
- Fruits
- PM Snack - Empanada
- Fruit Juice

Exit Conference

- AM Snack - Fries and chips
- Fruit Juice
- Lunch - Rice
- Sinigang na Tuna
- Lumpia
- Fruits

5.) AES, Tabaco City

Entry Conference

- AM Snacks
 - Empanada
 - Col2
- Lunch
 - Rice
 - Native chicken in Cocomilk
 - Fish Lumpia
 - Fruits
- PM Snacks
 - Fries and chips
 - Fruit Juice

Exit Conference

- Lunch
 - Rice
 - Buttered Chicken
 - Mixed vegetables
 - Fruits
- AM Snack
 - Sotanghon w/ Puto
 - Fruit Juice
- PM Snacks
 - Blueberry Cheesecake
 - Fruit Juice

ABS, RADDL, RFCAL

- Sotanghon w/ Chiffon cake
- Fruit Juice

- Rice
- Grilled Pork ribs
- Pinangat
- Fresh Fruits
- Sandwich
- Cola

- AM Snack
 - Pansit Guisado w/ Bread
 - Cucumber Juice

- Lunch
 - Pork Menudo
 - Fish Okoy
 - Rice
 - Fruits
 - Clubhouse Sandwich
 - Fruit Juice

6.) DA-RFO 5 compound

Entry Conference

- AM Snack
 - Bacon Enzymada
 - Fruit Juice
- Lunch
 - Rice
 - Fried Tuna
 - Crab and Corn Soup
 - Fruits
- PM Snack
 - Bihon Guisado w/ Puto
 - Calamansi Juice

Exit Conference

- AM Snack
 - Carbonara w/ Garlic Bread
 - Col2
- Lunch
 - Rice
 - Fried Pork Ribs in Salt + Pepper
 - Fish Lumpia
 - Fruits
- PM Snack
 - Empanada
 - Cola