



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

REQUEST TO SUBMIT PROPOSAL FOR LOT 1 - CATERING SERVICES IN CAMARINES SUR, LOT 2 - JACKET, LOT 3 - VITAMINS, AND LOT 4 - SUPPLIES FOR THE CONDUCT OF YEAR-END FORUM FOR THE BENEFICIARIES AND STAFF UNDER BALIK PROBINSYA, BAGONG PAG-ASA (BP2) PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED SIXTY PESOS ONLY (PHP233,660.00) 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 proposal for the following:

QTY	PARTICULARS	UNIT COST	TOTAL COST
LOT 1 : CATERING SERVICES (CAMARINES SUR)			
100 pax	Fullboard meal for 2 days	850/pax/day	₱85,000.00
Sub-total (Lot 1)			₱85,000.00
LOT 2 : JACKET			
50 pcs	BP2 Waterproof/Windproof Jacket	1,200/pc	₱60,000.00
Sub-total (Lot 2)			₱60,000.00
LOT 3 : VITAMINS			
15 boxes	Sodium Ascorbate Zinc 500mg, 100 tabs per box <i>*supplier must have LTO Permit from FDA</i>	1,750/box	₱26,250.00
Sub-total (Lot 3)			₱26,250.00
LOT 4 : SUPPLIES			
15 boxes	Ballpen, Ordinary, 0.5 mm, Black, 50's	200/box	₱3,000.00
10 dozen	Envelope, Expanding, Long, with Garter	150/dozen	1,500.00
50 pcs	Envelope, Expanding, Colored, Plastic, Long, Horizontal, with string	34/pc	1,700.00
150 pcs	Envelope, Plastic, Ordinary, Long	8/pc	1,200.00
20 dozen	Envelope, Brown, Long	60/doz	1,200.00
20 dozen	ID Holder with cord	240/doz	4,800.00
500 pcs	Notebook, Spiral, Ordinary, 148 mm x 200 mm, 80 lvs	15/pc	7,500.00
10 packs	Photopaper Premium, High Glossy, A4	120/pack	1,200.00
36 pcs	Permanent Marker, Black, Fine, Refillable	40/pc	1,440.00
36 pcs	Permanent Marker, Black, Broad, Refillable	40/pc	1,440.00
10 boxes	Sign Pen, 0.3, Black, Needle Point, 12's	330/box	3,300.00
10 boxes	Sign Pen, 0.3, Blue, Needle Point, 12's	330/box	3,300.00
10 boxes	Sign Pen, Black, Microtip 0.3 mm, 12's	1,000/box	10,000.00
10 boxes	Sign Pen, Black, Microtip 0.4 mm, 12's	1,000/box	10,000.00
10 boxes	Highlighter, Assorted	300/box	3,000.00
50 pcs	Certificate Frame, Short 8.5 x 11	110/pc	5,500.00
4 reams	Specialty Paper, Short, 90GSM, Pale Cream, 100s	135/ream	540.00
2 boxes	Specialty Laid Paper, Short, 200 GSM, White, 500's	895/box	1,790.00
Sub-total (Lot 4)			₱62,410.00
GRAND TOTAL			₱233,660.00



Department of Agriculture
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San Agustin, Pili, Camarines Sur

For the conduct of Year-End Forum for the beneficiaries and staff under Balik Probinsya, Bagong Pag-Asa (BP2) Program. The agency intends to apply the amount Two Hundred Thirty-Three Thousand Six Hundred Sixty Pesos Only (PHP233,660.00) 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:

1. **JEANINE'S EATERY**, Pili, Camarines Sur;
2. **MAF COOP**, Pili, Camarines Sur;
3. **CAM SUR MULTI-PURPOSE COOP**, Pili, Camarines Sur;

LOT 2 - 4:

1. **NASAKIAH TRADING**, Goa, Camarines Sur;
2. **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur;
3. **ME RAINBOW DRY GOODS TRADING**, Triangulo, Naga City;

and any other interested Bidders are hereby requested to submit the following documents;

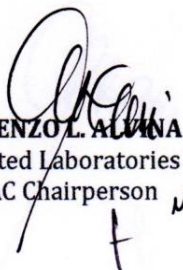
1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Picture or Brochure **(Lot 2 & 4 only)**
7. Menu **(Lot 1 only)**
8. LTO Permit from FDA **(Lot 3 only)**

The bidders are required to pay the non-refundable amount of Five Hundred Pesos (Php500.00) per lot 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 **01:00 in the afternoon of 14 November 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 1:30PM 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 contact BAC Secretariat Office, via email bacrfo5@gmail.com.

November 07, 2022 San Agustin, Pili, Camarines Sur.


LORENZO L. ALINA
Chief, Integrated Laboratories Division
BAC Chairperson

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit 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 _____.
(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.)

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 t [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]

For Goods Offered from Within the Philippines

Name of Project: **LOT 1 – CATERING SERVICES IN CAMARINES SUR, LOT 2 – JACKET, LOT 3 – VITAMINS, AND LOT 4 - SUPPLIES FOR THE CONDUCT OF YEAR-END FORUM FOR THE BENEFICIARIES AND STAFF UNDER BALIK PROBINSYA, BAGONG PAG-ASA (BP2) PROGRAM**

Name of Bidder: _____

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 (col5+6+7+8)	Total Price delivered Final Destination (col9)x(col4)
1	LOT 1 : CATERING SERVICES (CAMARINES SUR)								
	Fullboard meal for 2 days		100 pax						
								Sub-total(Lot1)	
2	LOT 2 : JACKET								
	BP2 Waterproof/Windproof Jacket		50 pcs						
								Sub-total(Lot 2)	
3	LOT 3 : VITAMINS								
	Sodium Ascorbate Zinc 500mg, 100 tabs per box <i>*supplier must have LTO Permit from FDA</i>		15 boxes						
								Sub-total(Lot 3)	
4	LOT 4 : SUPPLIES								
	Ballpen, Ordinary, 0.5 mm, Black, 50's		15 boxes						
	Envelope, Expanding, Long, with Garter		10 dozen						
	Envelope, Expanding, Colored, Plastic, Long, Horizontal, with string		50 pcs						
	Envelope, Plastic, Ordinary, Long		150 pcs						
	Envelope, Brown, Long		20 dozen						

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

For Goods Offered from Within the Philippines

Name of Project: **LOT 1 – CATERING SERVICES IN CAMARINES SUR, LOT 2 – JACKET, LOT 3 – VITAMINS, AND LOT 4 - SUPPLIES FOR THE CONDUCT OF YEAR-END FORUM FOR THE BENEFICIARIES AND STAFF UNDER BALIK PROBINSYA, BAGONG PAG-ASA (BP2) PROGRAM**

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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 (col5+6+7+8)	Total Price delivered Final Destination (col9)x(col4)
4	LOT 4 : SUPPLIES (cont.)								
	ID Holder with cord		20 dozen						
	Notebook, Spiral, Ordinary, 148 mm x 200 mm, 80 lvs		500 pcs						
	Photopaper Premium, High Glossy, A4		10 packs						
	Permanent Marker, Black, Fine, Refillable		36 pcs						
	Permanent Marker, Black, Broad, Refillable		36 pcs						
	Sign Pen, 0.3, Black, Needle Point, 12's		10 boxes						
	Sign Pen, 0.3, Blue, Needle Point, 12's		10 boxes						
	Sign Pen, Black, Microtip 0.3 mm, 12's		10 boxes						
	Sign Pen, Black, Microtip 0.4 mm, 12's		10 boxes						
	Highlighter, Assorted		10 boxes						
	Certificate Frame, Short 8.5 x 11		50 pcs						
	Specialty Paper, Short, 90GSM, Pale Cream, 100s		4 reams						
	Specialty Laid Paper, Short, 200 GSM, White, 500's		2 boxes						
								Sub-total(Lot 4)	
								GRAND TOTAL	

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____