



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

[SVP-146-2022] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1 ICT OFFICE SUPPLIES LOT 2 SEMI EXPENDABLE OFFICE EQUIPMENT LOT 3 SEMI-EXPANDABLE FURNITURE AND FIXTURES AND LOT 4 OFFICE SUPPLIES EXPENSES AND OTHER SUPPLIES FOR THE CONDUCT OF PRODUCT DEVELOPMENT AND PROMOTION OF NIPA BY - PRODUCTS IN BICOL REGION UNDER DA BAR AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING SEVENTY ONE THOUSAND EIGHT HUNDRED TWENTY PESOS ONLY (₱71,820.00) 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:

QTY	PARTICULARS	UNIT COST	TOTAL COST
	LOT 1 - ICT Office Supplies		
5pcs	Cartridge for Laser Jet 79A	1,800.00	9,000.00
2 sets	Laser toner cartridge for color laser jet pro M254nw	7,000.00	14,000.00
	SUB TOTAL		23,000.00
	LOT 2 - Office Equipment		
1 unit	Laminator	5,000.00	5,000.00
1 unit	Water Dispenser	10,000.00	10,000.00
	SUB TOTAL		15,000.00
	LOT 3 - Furniture and Fixture		
2 units	Ergonomic Office Chair	5,000.00	10,000.00
	SUB TOTAL		10,000.00
	LOT 4 - Office Supplies & Other Supplies		
2 boxes	Bond Paper, Long	1,500.00	3,000.00
4 boxes	Bond Paper, A4	1,500.00	6,000.00
2 boxes	Bond Paper, Short	1,500.00	3,000.00
5 boxes	Fastener (plastic)	70.00	350.00
4 dozen	Colored Folder (long)	180.00	720.00
3pcs	Stapler big No.35 (with remover)	250.00	750.00
5 boxes	Staple Wire No. 35	40.00	200.00
1 pc	Long Arm Stapler No. 35	350.00	350.00
15 pcs	Scotch Tape, Large	60.00	900.00
3 packs	laminating Film, Long (100 sheets)	500.00	1,500.00
5 boxes	Ballpen (kap cat retractable click sign pen 0.5 gel ink pen) (12 pcs/Box)	150.00	750.00
20 sets	Sticky Notes Memo Pad (4 colors, 100 sheet)	65.00	1,300.00
20 pcs	Correction tape (15m)	40.00	800.00
5 jars	Push pins colored (100 pcs/jar)	80.00	400.00
5 jars	Paper clip colored (200 pcs/jar)	80.00	400.00
5 gallons	Dishwashing Soap, (1 gallon)	200.00	1,000.00
20 bottles	Alcohol, 70 % ethyl, 500 ml	70.00	1,400.00
5 packs	Bathroom Tissue (12 rolls)	200.00	1,000.00
	SUB TOTAL		23,820.00
	GRAND TOTAL		71,820.00

The agency intends to apply the amount Seventy-One Thousand Eight Hundred Twenty Pesos only (Php71,820.00) as the Approved Budget for the Contract.



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

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. **PARTIAL BID IS NOT ALLOWED**

As such, RFK General Merchandise Pili Cam Sur, Bonings Trading Naga City, and Allan Justine, Magarao Cam Sur, all in Camarines Sur and any other interested Bidders are hereby requested to submit the following documents

1. Mayor's Permit
2. PhilGeps Registration
3. BIR Registration
4. Omnibus Sworn Statement
5. Picture / Brochure

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500.00) if all lots 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 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 1:00 in the afternoon of 21 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 1:30 PM 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 16, 2022 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC 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:	SUPPLY AND DELIVERY OF ICT OFFICE SUPPLIES, SEMI EXPENDABLE OFFICE EQUIPMENT, SEMI-EXPANDABLE FURNITUE AND FIXTURES, OFFICE SUPPLIES EXPENSES AND OTHER SUPPLIES
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 - ICT Office Supplies								
	Cartridge for Laser Jet 79A		5pcs						
	Laser toner cartridge for color laser jet pro M254nw		2 sets						
	SUB TOTAL								
	LOT 2 - Office Equipment								
	Laminator		1 unit						
	Water Dispenser		1 unit						
	SUB TOTAL								
	LOT 3 - Furniture and Fixture								
	Ergonomic Office Chair		2 units						
	SUB TOTAL								
	LOT 4 - Office Supplies & Other Supplies								
	Bond Paper, Long		2 boxes						



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

	Bond Paper, A4		4 boxes						
	Bond Paper, Short		2 boxes						
	Fastener (plastic)		5 boxes						
	Colored Folder (long)		4 dozen						
	Stapler big No.35 (with remover)		3pcs						
	Staple Wire No. 35		5 boxes						
	Long Arm Stapler No. 35		1 pc						
	Scotch Tape, Large		15 pcs						
	laminating Film, Long (100 sheets)		3 packs						
	Ballpen (kap cat retractable click sign pen 0.5 gel ink pen) (12 pcs/Box)		5 boxes						
	Sticky Notes Memo Pad (4 colors, 100 sheet)		20 sets						
	Correction tape (15m)		20 pcs						
	Push pins colored (100 pcs/jar)		5 jars						
	Paper clip colored (200 pcs/jar)		5 jars						
	Dishwashing Soap, (1 gallon)		5 gallon						
	Alcohol, 70 % ethyl, 500 ml		20 bottles						
	Bathroom Tissue (12 rolls)		5 packs						
	SUB TOTAL								
	GRANDTOTAL								

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

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



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

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]

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