



REQUEST TO SUBMIT PROPOSAL FOR LOT 1: CATERING SERVICES FOR VARIOUS MEETINGS, PERFORMANCE REVIEW FOR CY 2022, AND PLANNING WORKSHOP CY 2023 OF ADMINISTRATIVE & FINANCE DIVISION AND LOT 2-OFFICE SUPPLIES WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **THREE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED PESOS (P337,500.00)** 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 ff:

QUANTITY	UNIT	PARTICULAR UNIT	UNIT COST	TOTAL ABC
400	PAX	LOT 1: Various Meeting (Weekly,Month/Emergency) Meals((2snacks/Lunch)	350.00	140,000.00
150	PAX	Performance Review for cy 2022 and Planning Workshop for cy 2023 Catering Services(Breakfast, Lunch, Dinner & 2 snacks)	650.00	<u>97,500.00</u>
		TOTAL LOT 1:		<u>P 237,500.00</u>
100	RMS	LOT 2: OFFICE SUPPLIES BOND PAPER, S-20, A4	260.00	26,000.00
50	RMS	BOND PAPER, S-20, LONG	300.00	15,000.00
10	BOX	SIGN PEN, 0.5, GREEN,	300.00	3,000.00
50	BOX	SIGN PEN, 0.5, BLACK	300.00	15,000.00
20	BOX	SIGN PEN, 0.5, BLUE	300.00	6,000.00
60	PCS	BALLPEN	20.00	1,200.00
10	PCS	STAPLER W/ REMOVER #35	300.00	3,000.00
15	BOX	STAPLE WIRE #35	35.00	525.00
72	PCS	CORRECTION TAPE	35.00	2,520.00
50	ROLLS	MASKING TAPE	80.00	4,000.00
10	ROLLS	MASKING TAPE 2"	90.00	900.00
54	PCS	NOTEBOOK	110.00	1,620.00
100	BLTS	ALCOHOL, 500ML	90.00	9,000.00
50	DOZS	TISSUE PAPER, 2PLY	110.00	5,500.00
60	PCS	EXPANDING ENVELOPE, LONG	15.00	900.00
15	BLTS	GLUE 473ML	270.00	4,050.00
3	ROLLS	PLASTIC COVER, THIN	595.00	<u>1,785.00</u>
		TOTAL LOT 2:		<u>P 100,000.00</u>
		TOTAL LOT 1&2:		<u>P 337,500.00</u>

For catering services during various Meetings and Annual Assessment of Admin. And Finance Division 2022. The agency intends to apply the amount of **THREE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED PESOS (P337,500.00)**



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

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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: JEANINE'S EATERY, PILI, C.S.; CHONAS CATERING SERVICES, PILI, CAMARINES SUR; AND CMB CAKES AND CATERING SERVICES, PILI, CAMARINES USR AND LOT 2: RFK GENERAL MERCHANDISE, PILI, CAMARINES USR; PILI SCHOOL AND OFFICE SUPPLIES, PILI, CAMARINES USR; AND PAPEL AT PLUMA, NAGA CITY** 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
7. MENU

The bidders are required to pay Php500.00 for bid to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in documents 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.

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 10:00am of 02 December 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.

25 November 2022, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief of Integrated Laboratory Division
BAC, Chairman

[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: LOT 1: CATERING SERVICES FOR VARIOUS MEETINGS AND ANNUAL ASSESSMENT OF ADMINISTRATIVE & FINANCE DIVISION FOR CY 2022 AND LOT 2- OFFICE SUPPLIES ABC- P337,500.00

Date of Bidding: DEC. 2, 2022; 10:00AM 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 1: Various Meeting (Weekly,Month/Emergency) Meals((2snacks/Lunch) Performance Review for cy 2022 and Planning Workshop for cy 2023 Catering Services(Breakfast, Lunch, Dinner & 2 snacks) TOTAL LOT 1:		400PAX 150PAX						

LOT 2: OFFICE SUPPLIES									
BOND PAPER, S-20, A4		100RMS							
BOND PAPER, S-20, LONG		50RMS							
SIGN PEN, 0.5, GREEN,		10BOX							
SIGN PEN, 0.5, BLACK		50BOX							
SIGN PEN, 0.5, BLUE		20BOX							
BALLPEN		60PCS							
STAPLER W/ REMOVER #35		10PCS							
STAPLE WIRE #35		15BOX							
CORRECTION TAPE		72PCS							
MASKING TAPE 1"		50ROLLS							
MASKING TAPE 2"		10ROLLS							
NOTEBOOK		54PCS							
ALCOHOL, 500ML		100BLTS							
TISSUE PAPER, 2PLY		50DOZS							
EXPANDING ENVELOPE, LONG		60PCS							
GLUE 473ML		15BLTS							
PLASTIC COVER, THIN		3ROLLS							
TOTAL LOT 2:									
GRAND TOTAL									TOTAL L

 (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

