



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

REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT DA-COA FOR 2022 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED SIX THOUSAND FOUR HUNDRED SIXTY-SEVEN AND TWENTY-FIVE CENT. (P 206,467.25). PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE THE 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 COST	TOTAL ABC
80	RMS	Bond paper S-20, A4	265.00	21,200.00
60	RMS	Bond paper S-20, Long	270.00	16,200.00
22	PCS	Molar box, , red/blue	550.00	12,100.00
6	RMS	Folder, ordinary, brown, Long	675.00	4,050.00
4	RMS	Folder, ordinary, brown, short	500.00	2,000.00
10	BOX	Fastener, plastic, Long	100.00	1,000.00
10	BOX	Fastener, plastic, short	28.50	285.00
20	BOX	LCT, paper binding Cover, blue, Long	750.00	15,000.00
5	BOX	Mailing Envelop, brown, A4	100.00	500.00
20	PC	Molar Box w/ Cover, blue	495.00	9,900.00
30	PAD	Post-it Notes, 3X4	21.75	652.50
5	BLT	Dishwashing Liquid, 250ml	48.95	244.75
30	DOZ	Tissue Paper	156.00	4,680.00
10	BLT	Multi-insect killer, spray, odorless, 250ml	300.00	3,000.00
50	PC	Battery, AAA	26.50	1,325.00
50	PC	Battery, AA	21.50	1,075.00
3	PC	Extension Wire, 4 outlet, 3m (<i>good quality</i>)	300.00	900.00
15	BLT	Toilet liquid cleaner, 250ml	128.00	1,920.00
20	PC	Highlighter, assorted color	34.00	680.00
20	PC	Correction Tape	21.50	430.00
10	BOX	Gel pen, black 12's	260.00	2,600.00
10	BOX	Gel pen, blue, 12's	260.00	2,600.00
5	PC	Record book, 300 pages	65.00	325.00
30	PC	Scotch Tape, 1"	18.50	555.00
30	PC	Ring Dinder, ¼	8.00	240.00
30	PC	Ring Dinder, ½	12.50	375.00
30	PC	Ring Dinder, 1	28.00	840.00
30	PC	Air Freshener	220.00	6,600.00
5	PC	Glue, 130g, non-toxic, quick drying	48.00	240.00
30	PC	Epson Ink 003, black, 65ml	299.00	8,970.00
30	PC	Epson Ink 003, cyan, 65ml	318.00	9,540.00
30	PC	Epson Ink 003, magenta, 65ml	318.00	9,540.00
30	PC	Epson Ink 003, yellow, 65ml	318.00	9,540.00
10	Pc	MULTI-INSECT KILLER, SPRAY, ORDERLESS, 500ML	220.00	2,200.00



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PROJECT TITLE: SUPPLY AND DELIVERY OF
 OFFICE AND OTHER SUPPLIES FOR USE AT COA
 FOR 2022. ABC P 206.467.25

25	Box	GEL PEN RED 12'S	300.00	7,500.00
10	Can	AIR FRESHENER	456.00	4,560.00
5	Box	BLACK BINDER CLIPS, SMALL	260.00	1,300.00
5	Box	BLACK BINDER CLIPS, BIG	40.00	200.00
5	Rms	PVC TRANSPARENT COVER, LONG	50.00	250.00
1	Pc	15X20 INCH BULLITIN BOARD	700.00	700.00
10	Box	TONER, INEO 215 COPIER MACHINE	4,000.00	40,000.00
10	Pc	CAR AIR FRESHENER, GLADE, ASSORTED	15.00	150.00
10	Pc	DISHWASHING SPONGE	50.00	500.00
GRAND TOTAL				P 206,467.25

For use at **DA-COMMISSION ON AUDIT**. The agency intends to apply the amount of **TWO HUNDRED SIX THOUSAND FOUR HUNDRED SIXTY-SEVEN AND TWENTY-FIVE CENT. (P 206,467.25)**. **PARTIAL BID IS ALLOWED.**

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 ; RFK GENERAL MERCHANDISE, Pili, C. S.; 3GX COMPUTER AND I.T. SOLUTIONS TECHNOSHOP, Naga City and EVANESS, NAGA, 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

The bidders are required to pay Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in 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 1:30pm of 05 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.

29 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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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: PROJECT TITLE: SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT COA FOR 2022. ABC P 206,467.25

Date of Bidding: Dec. 5, 2022; 1:30pM at Sta. Catalina Hall, Operations Building, DA-RFU 5

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 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)
	Bond paper S-20, A4		80	RMS						
	Bond paper S-20, Long		60	RMS						
	Molar box, , red/blue		22	PCS						
	Folder, ordinary, brown, Long		6	RMS						
	Folder, ordinary, brown, short		4	RMS						
	Fastener, plastic, Long		10	BOX						
	Fastener, plastic, short		10	BOX						
	LCT, paper binding Cover, blue, Long		20	BOX						
	Mailing Envelop, brown, A4		5	BOX						
	Molar Box w/ Cover, blue		20	PC						
	Post-it Notes, 3X4		30	PAD						
	Dishwashing Liquid, 250ml		5	BLT						
	Tissue Paper		30	DOZ						
	Multi-insect killer, spray, odorless, 250ml		10	BLT						
	Battery, AAA		50	PC						

Battery, AA	50	PC						
Extension Wire, 4 outlet, 3m (<i>good quality</i>)	3	PC						
Toilet liquid cleaner, 250ml	15	BLT						
Hightlighter, assorted color	20	PC						
Correction Tape	20	PC						
Gel pen, black 12's	10	BOX						
Gel pen, blue, 12's	10	BOX						
Record book, 300 pages	5	PC						
Scotch Tape, 1"	30	PC						
Ring Dinder, ¼	30	PC						
Ring Dinder, ½	30	PC						
Ring Dinder, 1	30	PC						
Air Freshener	30	PC						
Glue, 130g, non-toxic, quick drying	5	PC						
Epson Ink 003, black, 65ml	30	PC						
Epson Ink 003, cyan, 65ml	30	PC						
Epson Ink 003, magenta, 65ml	30	PC						
Epson Ink 003, yellow, 65ml	30	PC						
MULTI-INSECT KILLER, SPRAY, ORDERLESS, 500ML	10	Pc						
GEL PEN RED 12'S	25	Box						
AIR FRESHENER	10	Can						
BLACK BINDER CLIPS, SMALL	5	Box						
BLACK BINDER CLIPS, BIG	5	Box						
PVC TRANSPARENT COVER, LONG	5	Rms						
15X20 INCH BULLITIN BOARD	1	Pc						
TONER, INEO 215 COPIER MACHINE	10	Box						
CAR AIR FRESHENER, GLADE, ASSORTED	10	Pc						
DISHWASHING SPONGE	10	Pc						
GRAND TOTAL								

(in the capacity of)

(Signature)



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

