



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

REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE SUPPLY AND DELIVERY OF LOT 1-ICT OFFICE SUPPLIES AND LOT 2-INFORMATION & COMMUNICATIONS TECHNOLOGY EQUIPMENT UNDER 2023 F2C2 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED SIXTY THOUSAND PESOS (PHP 360,000.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

	Particulars	ABC
Lot 1	ICT Office Supplies	210,000.00
Lot 2	Information & Communications Technology Equipment	150,000.00
	TOTAL	360,000.00

The agency intends to apply the amount of **THREE HUNDRED SIXTY THOUSAND PESOS (PHP 360,000.00)** 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 & 2- RFK GENERAL. MERCHANDISE**, San Vicente, Pili, Camarines Sur; **ERIVAN GENERAL MERCHANDISE**, Naga City; **HYPERTECH COMPUTERS**, Naga City and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Picture/Brochure

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php 500.00)** 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 A4 size bond paper, 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 9:00 in the morning of 10 February 2023 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 10:00 AM onwards at 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.



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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.

February 3, 2023 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC Chairperson



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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 _____ 2023.

(Name and Signature of Bidder or
Authorized Representative)

(Address and Telephone No.)

Date of Bidding



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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:]



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[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

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



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[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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For Goods Offered from Within the Philippines

Name of the Project: **THE SUPPLY AND DELIVERY OF LOT 1-ICT OFFICE SUPPLIES AND LOT 2-INFORMATION & COMMUNICATIONS TECHNOLOGY EQUIPMENT UNDER 2023 F2C2**

Name of Bidder: _____

1	2	3	4	5	6	7	8	9	10
Lot	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)
1	ICT Office Supplies								
	Printer Ink (C,Y,B,M), Epson 003		35 sets						
	Printer Ink (C,Y,B,M), Epson T664		40 sets						
	Mouse Pad, 5x7 inches		12 pcs.						
	Wireless Mouse - Sensor Technology: high-precision optical tracking - Number of buttons: 3 (left/right-click, middle click) - Scroll Wheel: yes		4 units						
External Hard Drive - Capacity: 1TB - Interface: USB 3.2 Gen 1 - Compatibility: Windows 10 OS, laptop, desktop		13 units							



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	USB Port Extension - 6-in-1 type c to HDMI + USB*2 +SD/TF)		10 pcs.						
								TOTAL	
Information and Communication Technology Equipment									
2	Ink Tank Printer, wifi, all-in-one - Printer Type: Print, Scan, Copy - Print Method: On-demand inkjet (Piezoelectric) - Maximum Resolution: 5760 x 1440 dpi - Maximum Copy Resolution: 600 x 600 dpi - Maximum Copies from Standalone: 20 copies - Maximum copy size: A4 and Letter - Scanner Type: Flatbed color image scanner - Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper - Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper - Paper Sizes: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 - Operating system compatibility: Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10		3 units						



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<p>Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Only printing functions are supported for Windows Server OS/Mac OS X 10.6.8 or later - Rated Voltage: AC 220-240 V - Weight: 3.9kg - Color: White</p>								
<p>Laptop -Microprocessor: Intel® Core™ i3-1115G4 (up to 4.1 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 2 cores, 4 threads) -Chipset: Intel® Integrated SoC -Memory, standard: 8 GB DDR4-3200 MHz RAM (1 x 8 GB) -Video graphics: Intel® UHD Graphics -Hard drive: 512 GB PCIe® NVMe™ M.2 SSD -Display: 35.6 cm (14") diagonal, HD (1366 x 768), micro-edge, BrightView, 250 nits, 45% NTSC -Wireless connectivity: Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 combo - Expansion slots: 1 multi-format SD media card reader -External ports: 1 SuperSpeed USB Type-C® 5Gbps signaling rate; 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 HDMI 1.4b; 1 AC smart pin; 1 headphone/microphone combo</p>		3 units						



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-Minimum dimensions (W x D x H):32.4 x 22.5 x 1.79 cm -Weight: 1.46 kg -Webcam: HP True Vision 720p HD camera with integrated dual array digital microphones -Audio: Dual speakers - Software: Operating system- Windows 11 Home								
								TOTAL
								GRAND TOTAL

Name: _____

Legal Capacity: _____

Signature: _____

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