



**REQUEST TO SUBMIT PROPOSAL FOR SUPPLIES TO BE USE IN FARM AND FISHERIES CLUSTERING AND CONSOLIDATION PROGRAM (F2C2) FY 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED NINETY-NINE PESOS AND NINETY-NINE CENTAVOS (P279,999.99) 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 quotation for the ff:

<b>QTY/UNIT</b>	<b>PARTICULAR</b>	<b>UNIT PRICE</b>	<b>TOTAL ABC</b>
3pack	Assorted Laid Colored Paper	250.00	750.00
50box	Ballpen, Matrix 50's	250.00	12,500.00
40box	Binder Clips, Large	162.00	6,480.00
40box	Binder Clips, Medium	126.00	5,040.00
40box	Binder Clips , Small	102.00	4,080.00
3doz	Battery (AA)	558.33	1,674.99
100rms	Book Paper S24, Legal size (8.5 x 13")	250.00	25,000.00
140rms	Book Paper ,A4 size ,S24	240.00	33,600.00
100pc	Cartolina (assorted)	12.00	1,200.00
100pc	Certificate Holder, (8.5x11") size	48.00	4,800.00
80pc	Correction Tape	35.00	2,800.00
10pc	Cutter ,Big	35.00	350.00
50pc	Envelope Cloth with Handle , Long	78.00	3,900.00
500pc	Envelope, Expanding with Garter (Long)	15.00	7,500.00
400pc	ID Holder with Garter Lace	20.00	8,000.00
40box	Fasterner, for paper , metal ,50 sets per box	40.00	1,600.00
15pc	Storage File Box (Long)	550.00	8,250.00
21pc	Stand File Box (Long)	250.00	5,250.00
50doz	Folder, Brown , Long	78.00	3,900.00
40doz	Folder, Ordinary ,Long	54.00	2,160.00
40doz	Folder, Ordinary ,short	48.00	1,920.00
16pc	Glue , Elmers , 240 ml	100.00	1,600.00
100pc	Manila Paper	5.00	500.00
500pc	Notebook,40 Leaves	30.00	15,000.00
81box	Paper Clip , Big	30.00	2,430.00
80box	Paper Clip , small	10.00	800.00
4bpc	Pencil sharpener	380.00	1,520.00
10box	Pencil, Mongol 2	85.00	850.00
43box	Marker- Permanent , Broad , Refillable	150.00	6,450.00
40box	Marker- Permanent , Fine, Refillable , Black	150.00	6,000.00



**Department of Agriculture  
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40pc	Permanent Marker , Pilot , Blue and Black	38.00	1,520.00
4pc	Puncher Heavy Duty	395.00	1,580.00
90book	Record Book , 300 Leaves	78.00	7,020.00
6blx	Riso Graph Ink CV	2,000.00	12,000.00
5box	Riso(RISO-S-7220UA)	2,500.00	12,500.00
3pc	Photo Copier Toner (Developed Toner TN)	3,000.00	9,000.00
35pc	Colored Highlighter ( Assorted Colors)	35.00	1,225.00
30pc	Scissor, Big (Heavy Duty)	150.00	4,500.00
20box	Sign Pen ,0.5, black	300.00	6,000.00
75pack	Special Paper Cream (A4)- 10's	160.00	12,000.00
50pac	Special Paper Cream (short)- 10's	150.00	7,500.00
40box	Staple Wire #35	30.00	1,200.00
20pc	Stapler No. 35 (Heavy Duty)	300.00	6,000.00
40pack	Sticker Paper (matte) (long-10's)	120.00	4,800.00
50pack	Sticker Paper (matte) (short-10's)	100.00	5,000.00
20pc	Tape, Double Sided , 1"	50.00	1,000.00
50pc	Tape, Double Sided , 2"	85.00	4,250.00
40pc	Tape, Masking Tape , 3"	105.00	4,200.00
40pc	Tape, Packing , 3"	70.00	2,800.00
<b>GRAND TOTAL</b>			<b>P 279,999.99</b>

The agency intends to apply the amount of **TWO HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED NINETY-NINE PESOS AND NINETY-NINE CENTAVOS (P279,999.99)** as 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; **CATHY SILVA GENERAL MERCHANDISE, JUSTINE GENERAL MERCHANDISE, AND RFK GENERAL MERCHANDISE** and all interested bidders are hereby requested to submit documents:

1. Mayors Permit (updated or proof of renewal)
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Picture

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



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Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 1:00PM in the morning of 27 February 2023 at 3<sup>RD</sup> Floor, 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](mailto:bacrfo5@gmail.com). DA-BAC Secretariat Office.

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

**LORENZO L. ALVINA**

Chief, Integrated Laboratory Division  
Chairperson, Bids and Awards Committee



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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.**



**Department of Agriculture  
Regional Field Office No. 5**

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**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 the Project: **SUPPLIES TO BE USE IN FARM AND FISHERIES CLUSTERING AND  
CONSOLIDATION PROGRAM (F2C2) FY 2023. ABC- P 279,999.99.**

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 (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Assorted Laid Colored Paper		3pack						
	Ballpen, Matrix 50's		50box						
	Binder Clips, Large		40box						
	Binder Clips, Medium		40box						
	Binder Clips , Small		40box						
	Battery (AA)		3doz						
	Book Paper S24, Legal size (8.5 x 13")		100rms						
	Book Paper ,A4 size ,S24		140rms						
	Cartolina (assorted)		100pc						
	Certificate Holder, (8.5x11") size		100pc						
	Correction Tape		80pc						
	Cutter ,Big		10pc						
	Envelope Cloth with Handle , Long		50pc						





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Envelope, Expanding with Garter (Long)	500pc							
ID Holder with Garter Lace	400pc							
Fasterner, for paper , metal ,50 sets per box	40box							
Storage File Box (Long)	15pc							
Stand File Box (Long)	21pc							
Folder, Brown , Long	50doz							
Folder, Ordinary ,Long	40doz							
Folder, Ordinary ,short	40doz							
Glue , Elmers , 240 ml	16pc							
Manila Paper	100pc							
Notebook,40 Leaves	500pc							
Paper Clip , Big	81box							
Paper Clip , small	80box							
Pencil sharpener	4bpc							
Pencil, Mongol 2	10box							
Marker- Permanent , Broad , Refillable	43box							
Marker- Permanent , Fine, Refillable , Black	40box							
Permanent Marker , Pilot , Blue and Black	40pc							
Puncher Heavy Duty	4pc							
Record Book , 300 Leaves	90book							
Riso Graph Ink CV	6blx							
Riso(RISO-S-7220UA)	5box							
Photo Copier Toner (Developed Toner TN)	3pc							
Colored Highlighter ( Assorted Colors)	35pc							
Scissor, Big (Heavy Duty)	30pc							
Sign Pen ,0.5, black	20box							



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Special Paper Cream (A4)- 10's		75pack						
Special Paper Cream (short)- 10's		50pac						
Staple Wire #35		40box						
Stapler No. 35 (Heavy Duty)		20pc						
Sticker Paper (matte) (long-10's)		40pack						
Sticker Paper (matte) (short-10's)		50pack						
Tape, Double Sided , 1"		20pc						
Tape, Double Sided , 2"		50pc						
Tape, Masking Tape , 3"		40pc						
Tape, Packing , 3"		40pc						
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



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