



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE AT COMMISSION ON AUDIT(COA) UNDER GAS 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **SIXTY-FOUR THOUSAND TWO HUNDRED THIRTY-SEVEN PESOS AND SEVENTY CENTAVOS (P64,237.70)**. 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
		OFFICE SUPPLIES		
12	Ream	Bookpaper Short (sub. 20)	230.00	2,760.00
12	Ream	Bookpaper Long (sub. 20)	235.00	2,820.00
24	pcs	Tissue Paper, 2ply	15.50	372.00
3	pcs	Air Freshener, 320ml	248.00	744.00
2	Ream	PVC Transparent Cover, long (500 pcs)	4,250.00	8,500.00
4	ream	PVC Transparent Cover, short (500 pcs)	3,750.00	15,000.00
6	pcs	Bathroom Deodorizer, large	69.95	419.70
10	pcs	Molar Box w/ Cover (blue)	499.00	4,990.00
2	pcs	Multi-insect killer, spray, odorless, 500ml	450.00	900.00
7	pcs	Ring Binder, black '1 inch	35.00	245.00
7	pcs	Ring Binder, black '1.5 inch	45.00	315.00
7	pcs	Ring Binder, black '2 inch	47.00	329.00
7	pcs	Ring Binder, black '2 inch	47.00	329.00
2	ream	Morroco board binding cover, short, blue	650.00	1,300.00
20	pcs	Plastic Slide Sticks for folder, long Black	49.00	980.00
1	box	Battery, AAA, 1 box (heavy duty) 48's	1,400.00	1,400.00
1	box	Battery, AA, 1box (heavy duty) 48's	1,200.00	1,200.00
2	pcs	broom	150.00	300.00
5	box	Staple wire #35	38.00	190.00
3	pcs	Cutter (heavy duty)	48.00	144.00
2	box	Pencil	95.00	190.00
2	box	Binder Clip (Large)	78.00	156.00
2	box	Binder Clip (Meduim)	58.00	
2	box	Binder Clip (small)	35.00	70.00
6	pcs	Correction Tape	38.00	228.00
15	pcs	Epson Ink black No. 003	300.00	4,500.00

8	pcs	Epson Ink black No. 664	300.00	2,400.00
3	set	Sticky Notes (Assorted)	40.00	120.00
5	roll	Plastic twine	78.00	390.00
20	pcs	Expanding Envelope, long	13.50	270.00
2	box	Stabilo Highlighter (Assorted)	456.00	912.00
1	pcs	Frying Pan (14.5" wide)	1,295.00	1,295.00
3	box	Paper Clip (large)	31.00	93.00
3	box	Paper Clip (small)	10.00	30.00
10	pcs	Scrub Sponge	78.00	780.00
10	pcs	Molar file	145.00	1,450.00
5	pcs	Antivirus (for pc & laptop)	1,600.00	8,000.00
GRAND TOTAL				P 64,237.70

For use at Commission on Audit (COA) office under GAS 2023. The agency intends to apply the amount of **SIXTY-FOUR THOUSAND TWO HUNDRED THIRTY-SEVEN PESOS AND SEVENTY CENTAVOS (P64,237.70)** 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: **BONING'S TRADING, Naga City; RFK GENERAL MERCHANDISE, PILI, CAMARINES SUR; PILI SCHOOL AND OFFICE SUPPLIES, PILI, CAMARINES SUR; 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. Omnibus Sworn Statement
5. BIR Registration
6. Picture

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 1:30 in the afternoon of 06 February 2023 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

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

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

OMNIBUS SWORN STATEMENT

[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 _____ 2023.

(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:COA office supplies

ABC- P64,237.70

Date of Bidding: Feb. 6, 2023; at 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	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)
	OFFICE SUPPLIES								
	Bookpaper Short (sub. 20)		12rm						
	Bookpaper Long (sub. 20)		12rm						
	Tissue Paper, 2ply		24pc						
	Air Freshener, 320ml		3pc						
	PVC Transparent Cover, long (500 pcs)		2rm						
	PVC Transparent Cover, short (500 pcs)		4rm						
	Bathroom Deodorizer, large		6pc						
	Molar Box w/ Cover (blue)		10pc						
	Multi-insect killer, spray, odorless, 500ml		2pc						

Ring Binder, black '1 inch		7pc							
Ring Binder, black '1.5 inch		7pc							
Ring Binder, black '2 inch		7pc							
Ring Binder, black '2 inch		7pc							
Morroco board binding cover, short, blue		2rm							
Plastic Slide Sticks for folder, long Black		20pc							
Battery, AAA, 1 box (heavy duty) 48's		1box							
Battery, AA, 1box (heavy duty) 48's		1box							
broom		2pc							
Staple wire #35		5box							
Cutter (heavy duty)		3pc							
Pencil		2box							
Binder Clip (Large)		2box							
Binder Clip (Meduim)		2box							
Binder Clip (small)		2box							
Correction Tape		6pc							
Epson Ink black No. 003		15blt							
Epson Ink black No. 664		8blt							
Sticky Notes (Assorted)		3pad							
Plastic twine		5roll							
Expanding Envelope, long		20pc							
StabiloHilighter (Assorted)		2box							

	Frying Pan (14.5" wide)		1pc							
	Paper Clip (large)		3box							
	Paper Clip (small)		3box							
	Scrub Sponge		10pc							
	Molar file		10pc							
	Antivirus (for pc & laptop)		5pc							
GRAND TOTAL										

 (Signature)

 (in the capacity of)
