



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

(SVP-NUPAP-01-2023) REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES IN CAMARINES SUR AND LOT 2 - VAN RENTAL FOR THE CONDUCT OF REGULAR MEETING, CONSULTATION WORKSHOP AND MONITORING UNDER URBAN AND PERI-URBAN AGRICULTURE PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED EIGHTY THREE THOUSAND SIX HUNDRED SEVENTY FIVE PESOS (PHP183,675.00) 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	Particulars	Unit price	Total Price
LOT 1- CATERING SERVICES IN CAMARINES SUR			
35	Pax AM Snacks, Lunch and Pm Snacks (11 meetings)	355.00/pax/mtg	P136,675.00
TOTAL FOR LOT 1			P136,675.00
LOT 2 - VAN RENTAL			
1	unit Van Rental (Camarines Sur)	6,000.00/unit/day	P6,000.00
1	unit Van Rental (Albay)	7,000.00/unit/day	7,000.00
2	units Van Rental (Sorsogon)	8,000.00/unit/day	16,000.00
2	units Van Rental (Masbate)	9,000.00/unit/day	18,000.00
TOTAL FOR LOT 2			P47,000.00
GRAND TOTAL			P183,675.00

FOR THE CONDUCT OF REGULAR MEETING, CONSULTATION WORKSHOP AND MONITORING UNDER URBAN AND PERI-URBAN AGRICULTURE PROGRAM. The Agency Intends to apply the amount of **ONE HUNDRED EIGHTY THREE THOUSAND SIX HUNDRED SEVENTY FIVE PESOS (PHP183,675.00)** as the Approved Budget for the Contract. **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,

(LOT 1) – CAMARINES SUR

1. **MAF COOP**, Pili Camarines Sur,
2. **BALLARBARE’S CATERING SERVICES**, Pili, Cam. Sur; **and**
3. **JEANINE’S CATERING**, Pili, Cam. Sur; and all interested caterers/bidders

(LOT 2) – VAN RENTAL

1. **AOL TRAVEL & TOURS**, Legazpi City,
2. **FIRST LEGAZPI TOURIST TRANSPORT SERVICE COOP**, Brgy. West Binahuanan, Legazpi City; **and**
3. **TIERRA DE IBALON TOURS**, Naga City and all interested bidders



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Are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return (2021)
5. Omnibus Sworn Statement (Revised)
6. BIR Registration
7. Menu/ Brochure (Please see attached preferred menu for (Lot 1))

The bidders are required to pay Php500.00 per lot 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 09:00 in the morning of 03 February 2023 at 3rd Floor, Training Hall, Operations Building, DA RFO-V, Pili, Camarines Sur. Opening of proposal will be on the same date at 10:00 in the morning.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information please see or call BAC Secretariat, Legal Office, Tel. No. (054) 477-33-56.

January 30, 2023, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, ILD
Chairperson, Bids and Awards Committee



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 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]

GPPB Resolution No. 16-2020, dated 16 September 2020

MENU for Various Meetings

FEBRUARY 2023		
AM Snack	Lunch	PM Snack
Pansit guisado Empanada Buko Juice	Rice Bottled water Sweet and Sour Fish Mixed Vegetable Grilled Chicken Pineapple fruit	Macaroni Soup Siopao Coke
Tuna Pasta Biscocho Pineapple juice	Rice Bottled water Chopsuey Pork Steak Fried Fish Mixed Fruits	Lasagna Toasted Bread Cucumber Juice
Spaghetti Chiffon Cake Pineapple Juice	Rice Bottled water Sweet and Sour Fish Mixed Vegetable Grilled Chicken Pineapple fruit	Clubhouse Sandwich Four Season Juice
MARCH 2023		
Tuna Pasta Biscocho Pineapple juice	Rice Bottled water Laing Fried Chicken Soup Banana	Baked Macaroni Brownies Cucumber Juice
Sotanghon Guisado with Kutsinta Buko Juice	Rice Pork Sinigang Lumpia Shanghai Buko Pandan Salad Bottled Water	Ham and Cheese Sandwich Pineapple Juice
Carbonara Toasted Bread Minute Maid Juice	Rice Bicol Express Buttered Vegetables Fresh Fruits Bottled Water	Cheese Burger Pine-Cucumber Juice
APRIL 2023		
Bihon Guisado Turon Bottled Sprite	Rice Bottled Water Chopsuey Fried Fish Mixed Fruits	Spaghetti Cheese Puto C2 solo
Empanada Pansit Canton Guisado Bottled Juice	Rice Pork Adobo Fresh Lumpia Leche Flan Bottled Water	Banana Cake Fresh Mango Juice

Sotanghon Guisado Tuna Sandwich	Rice Beef with broccoli Fish Pillet Gelatin Bottled Water	Special Cassava Cake Bottled Juice
MAY 2023		
Egg Sandwich Baked Mac Pineapple Juice	Rice Porkchop Bottled water Laing Banana	Pancit Canton Puto Coffee
JUNE 2023		
Ham Sandwich Palabok Bottled Coke	Rice Chicken Tinola Lumpia Shanghai Buko Salad Bottled Water	Ginatan Siopao C2 Solo

MARIA CHRISTINA P. CAMBITA
Supervising Agricultural Engineer
BAC Member

MARY GRACE DE RODRIGUEZ
Chief, Field Operations Division
BAC Member

EDUARDO C. GILES
Chief, Administrative Services Division
BAC Member

ENGR. TEOFILO C. FELDA
ENGINEER IV
BAC Vice Chairperson

LORENZO I. ALYINA
Chief, Integrated Laboratories Division
Chairperson, Bids and Awards Committee

RODEL P. TORNELLA, MARS
Regional Executive Director



Department of Agriculture
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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)

Date of Bidding

(Address and Telephone No.)