



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

**[SVP-22-2023] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING SERVICES AND TRAINING KITS FOR THE CONDUCT OF VARIOUS RAED PPMS ACTIVITIES. AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING ONE HUNDRED SEVENTY-ONE THOUSAND EIGHT HUNDRED FORTY-TWO PESOS ONLY (PHP171,842.00) 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 contractors to submit complete bid quotation for the:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
<b>LOT 1 - SORSOGON CITY STRENGTHENING OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (ABE) IN THE LGU'S</b>				
85	PAX	Breakfast, 2 Snacks and Lunch	650.00	55,250.00
<b>Grand Total for LOT 1-</b>				<b>55,250.00</b>
<b>LOT 2 - CAMARINES SUR</b>				
<b>PROJECT MANAGEMENT MEETINGS</b>				
15	pax	<b>Snacks (@5 meetings)</b>	150.00	<b>11,250.00</b>
<b>CONTINGENCY MEETING</b>				
10	pax	<b>Snacks (@10 meetings)</b>	150.00	<b>15,000.00</b>
<b>INCREASING THE SUSTAINABILITY OF AGRICULTURE INFRASTRUCTURE AND MACHINERY</b>				
20	pax	<b>Snacks and Lunch (@ 4 meetings)</b>	350.00	<b>28,000.00</b>
<b>AGRICULTURAL AND MECHANIZATION PLANNING WITH LGU-ABE'S</b>				
30	pax	Full Board meals (@2 Days)	650.00	<b>39,000.00</b>
<b>Grand Total for LOT 2 -</b>				<b>93,250.00</b>
<b>LOT 3 - TRAINING SUPPLIES</b>				
30	pcs	Cellcards at Php 500/pax	560.00	16,800.00
2	packs	Specialty paper, Short, 90 gsm (100's)	196.00	392.00
30	pcs	Certificate Jacket	75.00	2,250.00
2	box	Sign Pen, 0.5 mm (50's)	1,500.00	3,000.00
30	pcs	Notebook	30.00	900.00
<b>Grand Total for LOT 3 -</b>				<b>23,342.00</b>
<b>GRAND TOTAL</b>				<b>171,842.00</b>

The agency intends to apply the amount One Hundred Seventy-One Thousand Eight Hundred Forty-two Pesos Only (Php171,842.00) 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** – Una Pizzeria Pareja St, Sorsoson City, Fernando's Hotel Bitan-o / Dalipay Sorsogon City and Casa Feliz Juban Sorsogon **LOT 2** – Ballabare Catering Services San Isidro Pili Cam Sur, Maf Coop DA Compound San Agustin Pili Cam Sur, and Jeanine's Eatery San Agustin Pili Cam Sur **LOT 3** - RFK General Merchandise Pili Cam Sur, Galaxy Point School and Office Supply Naga City, and Allan Justine, Magarao Cam Sur, all in Camarines Sur Bidders are hereby requested to submit the following documents



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1. Mayor's Permit
2. PhilGeps Registration
3. BIR Registration
4. DTI Registration
5. Omnibus Sworn Statement
6. LOT 1&2 Menu for LOT 3 Picture / Brochure

The bidders are required to pay the non-refundable amount of Five Hundred Pesos Only (Php500.00) if all lots 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 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 9:30 in the morning of 31 March 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.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email [bacrf05@gmail.com](mailto:bacrf05@gmail.com).

March 28, 2022 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 \_\_\_\_\_  
**(PHP \_\_\_\_\_)**.

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items in 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 \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Name & Signature of Bidder or  
Authorized Representative

\_\_\_\_\_  
Date of bidding

\_\_\_\_\_  
Address & Contact No.



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**FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**

<b>Name of Project:</b>	<b>CATERING SERVICES AND TRAINING KITS FOR THE CONDUCT OF VARIOUS RAED PPMS ACTIVITIES</b>
<b>Name of Bidder/ Authorized Representative:</b>	_____

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>COUNTRY OF ORIGIN</b>	<b>QUANTITY</b>	<b>UNIT PRICE EXW per ITEM</b>	<b>TRANSPORTATION AND INSURANCE AND ALL OTHER COST INCIDENTAL TO DELIVERY, PER ITEM</b>	<b>SALES AND OTHER TAXES PAYABLE IF CONTRACT IS AWARDED, PER ITEM</b>	<b>COST OF INCIDENTAL SERVICES IF APPLICABLE, PER ITEM</b>	<b>TOTAL PRICE, PER UNIT (col 5+6+7+8)</b>	<b>TOTAL PRICE, DELIVERED FINAL DESTINATION (col 9) x (col 4)</b>
	<b>LOT 1 - SORSOGON CITY STRENGTHENING OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (ABE) IN THE LGU'S</b>								
	Breakfast, 2 Snacks and Lunch		85 pax						
	<b>LOT 2 - CAMARINES SUR</b>								
	<b>PROJECT MANAGEMENT MEETINGS</b>								
	Snacks (@5 meetings)		15 pax						
	<b>CONTINGENCY MEETING</b>								
	Snacks (@10 meetings)		10 pax						
	<b>INCREASING THE SUSTAINABILITY OF AGRICULTURE</b>								



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	<b>INFRASTRUCTURE AND MACHINERY</b>								
	<b>Snacks and Lunch (@ 4 meetings)</b>		20 pax						
	<b>AGRICULTURAL AND MECHANIZATION PLANNING WITH LGU-ABE'S</b>								
	Full Board meals (@2 Days		30 pax						
	<b>LOT 3 - TRAINING SUPPLIES</b>								
	Cellcards at Php 500/pax		30 pcs						
	Specialty paper, Short, 90 gsm (100's)		2 packs						
	Certificate Jacket		30 pcs						
	Sign Pen, 0.5 mm (50's)		2 box						
	Notebook		30 pcs						
	<b>GRAND TOTAL</b>								

Signature: \_\_\_\_\_

[In the capacity of] \_\_\_\_\_

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



**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:]*

*[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

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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

**[Iurat]**

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

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## ***MENU***

### **I. Strengthening of Agricultural and Biosystems Engineering (ABE) in the LGUs**

April 20, 2023

Breakfast	Snack	Lunch	Snack
Tocino	Spaghetti w/ toasted bread	Cream of Mushroom Soup Buttered Cube Vegetables	Empanada
Scrambled Egg Steamed Rice fruits in season 3-in-1 coffee / milo	Bottled Juice	Breaded Porkchop Steamed Rice fruits in season	Iced Tea

### **II. Project Management Meetings**

Snack				
June 16, 2023	July 21, , 2023	August 25, 2023	September 22, , 2023	October 27, 2023
Empanada	Burger and fries	Banana Cake Blue Lemonade Juice	Toasted Siopao Four Seasons Juice	Burger and fries Iced Tea
Iced Tea	Iced Tea			
May- December 2023 (Exact date to be determined)				
1st Meeting	2nd Meeting	3rd Meeting	4th Meeting	5th Meeting
Empanada	Burger and fries	Banana Cake Blue Lemonade Juice	Toasted Siopao Four Seasons Juice	Burger and fries Iced Tea
Iced Tea	Iced Tea			
6th Meeting	7th Meeting	8th meeting	9th meeting	10th meeting
Pansit Guisado w/ bread Softdrinks	Spaghetti w/ toasted bread Bottled Juice	Bihon Guisado Bottled Iced Tea	banana cake Softdrinks	Spaghetti w/ toasted bread Bottled Juice

### **III. Increasing the Sustainability of Agriculture Infrastructure and Machinery**

May 16, 2023	July 4, 2023	September 12, 2023	October 17, 2023
Snacks			
Pansit Guisado w/ bread Softdrinks	Spaghetti w/ toasted bread Bottled Juice	Bihon Guisado Bottled Iced Tea	banana cake Softdrinks
Lunch			
Mais at Halaan	Cream of Pumpkin Pritong Lumpiang Gulay	Cream of Corn Soup	Fish Soup
Grilled/Fried Tuna		Pork Asado	Kare-Kare Lumpiang Shanghai
Lumpiang Shanghai Steamed Rice	Chicken BBQ Steamed Rice	Bicol Express Steamed Rice	Steamed Rice Fresh Riped Mango
Fresh Riped Mango	Buko Fruit Salad	Mango Graham	

### **IV. Agricultural and Mechanization Planning with LGU-ABEs**

May 10, 2023

Breakfast	Snack	Lunch	Snack	Dinner
Tocino	Spaghetti w/ toasted bread	Cream of Mushroom Soup Buttered Cube Vegetables	Empanada	grilled spare ribs
Scrambled Egg Steamed Rice fruits in season 3-in-1 coffee / milo	Bottled Juice	Breaded Porkchop Steamed Rice fruits in season	Iced Tea	Bicol Express Steamed Rice fruits in season

May 18, 2023





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Breakfast	Snack	Lunch	Snack	Dinner
Bologna	chicken macaroni salad	Mais at Halaan	Banana Cake Blue	caldereta
Egg omelet Garlic Rice fruits in season 3-in-1 coffee / milo	Bottled Juice	Grilled/Fried Tuna Lumpiang Shanghai Steamed Rice Fresh Riped Mango	Lemonade Juice	pinangat Steamed Rice fruits in season