



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1- OFFICE SUPPLIES; LOT 2- AGRICULTURAL SUPPLIES; LOT 3-OTHER SUPPLIES AND LOT 4- LABORATORY SUPPLIES FOR USE AT TISSUE CULTURE LABORATORY AND CUTFLOWER PRODUCTION WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **ONE HUNDRED FIVE THOUSAND PESOS (P105,000.00)**. 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 Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid quotation for the ff:

QUANTITY	UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
LOT 1: OFFICE SUPPLIES				
6	doz	Folder A4 (green,paper)	75.00	450.00
4	doz	Folder long (white,paper)	87.00	348.00
4	doz	Folder long (white, paper)	65.00	260.00
4	doz	Folder short (white, paper)	50.00	200.00
4	doz	Signpen	280.00	1,120.00
12	ream	Bond paper (A4) S20	260.00	3,120.00
24	pcs	Correction tape	42.00	1,008.00
10	ream	Bond paper (short)S20	240.00	2,400.00
12	ream	Bond paper (long)S20	260.00	3,120.00
6	box	Pencil, lead w/ eraser	120.00	720.00
24	pcs	scotch tape	12.00	288.00
24	pcs	Masking tape 1"	37.00	888.00
3	pcs	whiteboard 12x16 with eraser	176.00	528.00
2	doz	whiteboard marker	360.50	721.00
5	pcs	Scissor (heavy duty)	250.00	1,250.00
3	box	Ballpen	135.00	405.00
24	pcs	Pentel pen (Black and Blue)	16.00	384.00
12	pcs	Record book (95's)	95.00	1,140.00
3	doz	binder clip(3")	150.00	450.00
12	box	staple wire no.26/6 (5,000pcs)	95.00	1,140.00
5	pck	envelop white(mailing)	12.00	60.00
TOTAL LOT 1:				P 20,000.00
LOT 2: AGRICULTURAL SUPPLIES				
500	pcs	Polyethylene plastic (3.5x3.5x7)	3.00	1,500.00
2	sack	complete fertelizer	2,385.00	4,770.00
2	lits	Rooting hormones 1L (ANAA)	420.00	840.00
2	sack	Urea	2,465.00	4,930.00
4	kl	Fungicide (for soil)	145.00	580.00
5	kg	U nail	115.00	575.00
25	scks	sawdust	35.00	875.00
4	kl	Tansi no. 3	375.00	1,500.00
2	pcs	grasscutter blade	285.00	570.00



**Department of Agriculture
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5	cu	Garden soil	750.00	3,750.00
3	pck	Fungicide(for crops)(100g)	245.00	735.00
1	gal	Herbicide(non-selective)	1,450.00	1,450.00
5	cu	crush gravel	545.00	2,725.00
1	pcs	metal head tansi	200.00	200.00
		TOTAL LOT 2:		<u>P 25,000.00</u>
		LOT 3: OTHER SUPPLIES		
4	refill	Solane refill	1,095.00	4,380.00
8	kg	Detergent powder (tide)	120.00	960.00
4	lits	Diswashing liquid(joy)	274.00	1,096.00
6	pcs	Scrub sponge	45.00	270.00
4	bots	Toilet cleaner	97.25	389.00
4	roll	Cotton 100g	59.55	238.20
6	cls	Refine sugar	102.00	612.00
4	pcks	Trash Bag (100s) XL black	110.00	440.00
2	pcs	vicescript	285.00	570.00
4	pcs	Broomstick	35.00	140.00
5	pcs	Florescent with complete acc. 40w	385.00	1,925.00
6	pcs	Bar soap(safeguard)family size	48.00	288.00
3	pcs	pail(big heavy duty)	290.00	870.00
3	pcs	basin(big aluminum)	360.00	1,080.00
12	pcs	Alcohol 70%(500ml)	85.50	1,026.00
3	pcs	Tornado mop head	55.00	165.00
2	pcs	Tornado mop (heavy duty)	300.00	600.00
4	pcks	Tissue Paper(12's)	185.00	740.00
5	gal	Liquid disinfectant (lysol)	365.00	1,825.00
8	gal	bleach (zonrox)	138.50	1,108.00
2	tube	Air refreshener (glade)	212.85	425.70
2	tube	Insect sprayer (baygon)	250.00	500.00
1	roll	water hose	1,309.10	1,309.10
5	bag	cement	300.00	1,500.00
2	pcs	pruning shears(heavy duty)	589.00	1,178.00
4	pcs	plastic tray (BIG)	150.00	600.00
5	pcs	bottle brush(one side only)	75.00	375.00
2	doz	face towel(big)	90.00	180.00
3	pair	gloves (rubberize)	80.00	240.00
15	box	rubber band(arrow)	200.00	3,000.00
1	doz	Aluminum foil	950.00	950.00
12	pck	plastic pigeon (12x8)	85.00	1,020.00
		TOTAL LOT 3:		<u>P 30,000.00</u>
		LOT 4: LABORASTORY SUPPLIES		
6	pcs	scalpel holder	265.00	1,590.00
2	box	Surgical blade #22, 100s	930.00	1,860.00
6	pcs	forcep (8")	250.00	1,500.00
6	pcs	Forcep(6")	200.00	1,200.00
2	bot	betadine(500ml)	1,300.00	2,600.00
25	box	Surgical facemask 50s	250.00	6,250.00



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10	box	Surgical gloves 100s	800.00	8,000.00
5	pack	pH paper	1,400.00	<u>7,000.00</u>
		TOTAL LOT 4:		<u>P 30,000.00</u>
		GRAND TOTAL:		<u>P105,000.00</u>

For USE AT TISSUE CULTURE LABORATORY AND CUTFLOWER PRODUCTION UNDER GAS 2023. The agency intends to apply the amount of **ONE HUNDRED FIVE THOUSAND PESOS (P105,000.00)** 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: LOT 1 & LOT 3- RFK GENERAL MERCHANDISE, PILI, C.S. ; ALLAN JUSTIN GENERAL MERCHANDISE, MAGARAO, C.S. AND LKJ GENERAL MERCHANDISE, CALABANGA, C.S. AND LOT 2 & LOT 4 – BONING’S TRADING , NAGA CITY; BODEGA GLASSWARE, NAGA CITY AND JL TRADING, PILI, C,S, 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. Brochure

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

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 10:00am in the morning of 31 March 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 Office.

23 March 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]

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
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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]



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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 _____ 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: ; SUPPLY AND DELIVERY OF LOT 1- OFFICE SUPPLIES; LOT 2- AGRICULTURAL SUPPLIES; LOT 3-OTHER SUPPLIES AND LOT 4- LABORATORY SUPPLIES FOR USE AT TISSUE CULTURE LABORATORY AND CUTFLOWER PRODUCTION
ABC – P 105,000.00

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)
UNIT	LOT 1: OFFICE SUPPLIES								
doz	Folder A4 (green,paper)		6						
doz	Folder long (white,paper)		4						
doz	Folder long (white, paper)		4						
doz	Folder short (white, paper)		4						
doz	Signpen		4						
ream	Bond paper (A4) S20		12						
pcs	Correction tape		24						
ream	Bond paper (short)S20		10						
ream	Bond paper (long)S20		12						
box	Pencil, lead w/ eraser		6						
pcs	scotch tape		24						
pcs	Masking tape 1"		24						
pcs	whiteboard 12x16 with eraser		3						
doz	whiteboard marker		2						



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pcs	Scissor (heavy duty)		5						
box	Ballpen		3						
pcs	Pentel pen (Black and Blue)		24						
pcs	Record book (95's)		12						
doz	binder clip(3")		3						
box	staple wire no.26/6 (5,000pcs)		12						
pck	envelop white(mailing)		5						
	TOTAL LOT 1:								
	LOT 2: AGRICULTURAL SUPPLIES								
pcs	Polyethylene plastic (3.5x3.5x7)		500						
sack	complete fertelizer		2						
lits	Rooting hormones 1L (ANAA)		2						
sack	Urea		2						
kl	Fungicide (for soil)		4						
kg	U nail		5						
scks	sawdust		25						
kl	Tansi no. 3		4						
pcs	grasscutter blade		2						
cu	Garden soil		5						
pck	Fungicide(for crops)(100g)		3						
gal	Herbicide(non-selective)		1						
cu	crush gravel		5						
pcs	metal head tansi		1						
	TOTAL LOT 2:								
	LOT 3: OTHER SUPPLIES								
refill	Solane refill		4						
kg	Detergent powder (tide)		8						
lits	Diswashing liquid(joy)		4						
pcs	Scrub sponge		6						
bots	Toilet cleaner		4						



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roll	Cotton 100g		4					
cls	Refine sugar		6					
pcks	Trash Bag (100s) XL black		4					
pcs	vicescript		2					
pcs	Broomstick		4					
pcs	Florescent with complete acc. 40w		5					
pcs	Bar soap(safeguard)family size		6					
pcs	pail(big heavy duty)		3					
pcs	basin(big aluminum)		3					
pcs	Alcohol 70%(500ml)		12					
pcs	Tornado mop head		3					
pcs	Tornado mop (heavy duty)		2					
pcks	Tissue Paper(12's)		4					
gal	Liquid disinfectant (lysol)		5					
gal	bleach (zonrox)		8					
tube	Air refreshener (glade)		2					
tube	Insect sprayer (baygon)		2					
roll	water hose		1					
bag	cement		5					
pcs	pruning shears(heavy duty)		2					
pcs	plastic tray (BIG)		4					
pcs	bottle brush(one side only)		5					
doz	face towel(big)		2					
pair	gloves (rubberize)		3					
box	rubber band(arrow)		15					
doz	Aluminum foil		1					
pck	plastic pigeon (12x8)		12					
	TOTAL LOT 3:							
	LOT 4: LABORASTORY SUPPLIES							
pcs	scalpel holder		6					



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box	Surgical blade #22, 100s		2						
pcs	forcep (8")		6						
pcs	Forcep(6")		6						
bot	betadine(500ml)		2						
box	Surgical facemask 50s		25						
box	Surgical gloves 100s		10						
pack	pH paper		5						
	TOTAL LOT 4:								
	GRAND TOTAL:								
	GRAND TOTAL								

_____ *[signature]*

_____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____



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