



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

REQUEST TO SUBMIT PROPOSAL/QUOTATION FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF YFCF PROGRAM WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **FORTY FOUR THOUSAND FOUR HUNDRED FIFTY PESOS (P44,450.00)** 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:

DESCRIPTION	QTY	UNIT PRICE	TOTAL COST
SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES			
OFFICE SUPPLIES			
Ballpen (Black, G-Tech, Micro Fine, 0.3mm)	30pcs	85.00	2,550.00
Bond Paper (substance 20, 80 GSM, A4)	40ream	250.00	10,000.00
Certificate Paper (A4, Light Yellow, Laid specialty Paper @ 10 pcs)	50pack	57.00	2,850.00
Certificate Paper (A4, Light , White, Laid specialty Paper @ 10 pcs)	50pack	70.00	3,500.00
Certificate holder	55pcs	55.00	3,025.00
Certificate frame (8.5x11) @ 180.00/pc	12pcs	180.00	2,160.00
Photo paper	10pack	190.00	1,900.00
Envelope (Ordinary, Brown, Long)	40pc	7.00	280.00
Envelope (Ordinary, Brown, short)	50pcs	5.00	250.00
Envelope (expandable portfolio)	25pcs	45.00	1,125.00
Folder (ordinary,White, long)	50pcs	10.00	500.00
Highlighter Marker	28pcs	48.00	1,344.00
Molar File with cover	5pcs	400.00	2,000.00
Paper Clip (28mm)	15box	18.00	270.00
Paper Clip (50mm)	15box	33.00	495.00
Post-It Notes (stylish film index)	50pad	54.00	2,700.00
Post-It Notes (1x2", 100 sheets per pad)	15pad	23.00	345.00
Post-It Notes (2x2", 100 sheets per pad)	14pad	29.00	406.00
Puncher (Large, durable)	3pcs	250.00	750.00
Sticker paper (short, neon green)	10pack	60.00	600.00
Ruler (12 inches plastic ruler)	10pcs	130.00	1,300.00
Office Clip Foldback (1.25IN 6S 32MM)	10box	160.00	1,600.00
Desk Organizer (4 in 1 Mesh Desk organizer)	3pcs	250.00	750.00
Sticker paper (A4, 80GSM 10S glossy)	5pack	80.00	400.00
Notebook (Steno 60S , assorted color)	50pcs	60.00	3,000.00
Glue (White 130GRM)	5pcs	70.00	350.00
	TOTAL		₱44,450.00



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The agency intends to apply the amount of **Forty Four Thousand Four Hundred Fifty Pesos (₱ 44,450.00)** 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 **RFK GENERAL MERCHANDISE**, Pili, Cam. Sur, **ALLAN JUSTINE GENERAL MERCHANDISE**, Magarao, Cam. Sur, **ERIVAN GENERAL MERCHANDISE**, 0585 Sapphire St., Lomeda Subd. San Felipe, Naga City and any other interested bidders are hereby requested to submit the following documents;

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. BIR Registration
5. Pictures

The bidders are required to pay the non-refundable amount of Five Hundred Pesos (Php500.00) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate (ORIGINAL & 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 Vice-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, DA RFO 5 not later than **1:00 PM of 15 May 2023** at the 3rd Floor, Sta. Catalina Hall, FOD. Bldg., DA RFO-V, Pili, Camarines Sur. Opening of quotation will be on the same date and time.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email bacrfo5@gmail.com.

May 8, 2023 Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC Chairperson



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]



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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

Name of the Project: **OFFICE SUPPLIES FOR USE OF OAP TFC PROGRAM**

Name of Bidder: _____

1	2	3	4	5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QTY	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)
	Ballpen (Black, G-Tech, Micro Fine, 0.3mm)		30pcs						
	Bond Paper (substance 20, 80 GSM, A4)		40ream						
	Certificate Paper (A4, Light Yellow, Laid specialty Paper @ 10 pcs)		50pack						
	Certificate Paper (A4, Light , White, Laid specialty Paper @ 10 pcs)		50pack						
	Certificate holder		55pcs						
	Certificate frame (8.5x11) @ 180.00/pc		12pcs						
	Photo paper		10pack						
	Envelope (Ordinary, Brown, Long)		40pc						
	Envelope (Ordinary, Brown, short)		50pcs						
	Envelope (expandable portfolio)		25pcs						
	Folder (ordinary,White, long)		50pcs						
	Highlighter Marker		28pcs						
	Molar File with cover		5pcs						
	Paper Clip (28mm)		15box						
	Paper Clip (50mm)		15box						
	Post-It Notes (stylish film index)		50pad						
	Post-It Notes (1x2", 100 sheets per pad)		15pad						
	Post-It Notes (2x2", 100 sheets per pad)		14pad						



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	Puncher (Large, durable)		3pcs						
	Sticker paper (short, neon green)		10pack						
	Ruler (12 inches plastic ruler)		10pcs						
	Office Clip Foldback (1.25IN 6S 32MM)		10box						
	Desk Organizer (4 in 1 Mesh Desk organizer)		3pcs						
	Sticker paper (A4, 80GSM 10S glossy)		5pack						
	Notebook (Steno 60S , assorted color)		50pcs						
	Glue (White 130GRM)		5pcs						
	TOTAL								

Signature

in the capacity of

Duly authorized to sign Bid for and on behalf of : _____



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