



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

**[SVP- 35 -2023] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CATERING SERVICES, VAN RENTAL AND OFFICE SUPPLIES FOR FEASIBILITY STUDY OF TECHNOLOGY BUSINESS INCUBATION PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING FOUR HUNDRED FIFTY-EIGHT THOUSAND PESOS ONLY 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	PARTICULARS	UNIT COST	TOTAL COST
<b>LOT 1 - CAMARINES SUR</b>			
<b>CONSULTATION MEETINGS WITH STAKEHOLDER</b>			
40 pax	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)	355.00	14,200.00
			<b>56,800.00</b>
<b>MONTHLY MEETING</b>			
40 pax	2 snacks, Lunch (@ 40 pax per meeting) (3 meetings)	355.00	14,200.00
			<b>42,600.00</b>
<b>SURVEY QUESTIONNAIRE ADMINISTRATION</b>			
40 pax	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)	355.00	14,200.00
			<b>56,800.00</b>
<b>PROJECT MONITORING</b>			
40 pax	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)	355.00	14,200.00
			<b>56,800.00</b>
	<b>TOTAL FOR LOT 1 -</b>		<b>213,000.00</b>
<b>LOT 2 - Van Rental</b>			
9 units	OS-Camarines Sur	5,000.00	45,000.00
5 units	OS-Camarines Norte	6,000.00	30,000.00
5 units	OS-Albay	6,000.00	30,000.00
	<b>TOTAL FOR LOT 2-</b>		<b>105,000.00</b>
<b>LOT 3 - Office Supplies</b>			
42 box	Bond Paper Substance 20 (A4 size), 5 reams/box	1,400.00	58,800.00
5 box	Bond Paper Substance 20 (Long 8.5"x13"), 5 reams/box	1,500.00	7,500.00
10 box	Ballpen 50 pcs, Black	175.00	1,750.00
15 box	My Gel Pen, Blue 0.5mm (12pcs/box)	258.00	3,870.00
15 box	My Gel Pen, Black 0.5mm (12pcs/box)	258.00	3,870.00
25 pcs	Green apple padded notebook 80 lvs	46.00	1,150.00
25 box	Paper clips Big by 80's/box	30.00	750.00
25 box	Paper clips Small by 80's/box	20.00	500.00
10 box	Metal paper Fastener	60.00	600.00
15 pcs	Stapler HD-50R with Remover	89.00	1,335.00
2 pcs	360 rotating stapler	285.00	570.00
15 box	Staple Wire #35	27.00	405.00



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5 pcs	Masking Tape 2 inch	25.00	125.00
5 pcs	Masking Tape 1 inch	18.00	90.00
10 roll	Manila Paper (100 pcs per roll)	150.00	1,500.00
10 roll	White Cartolina (10 pcs per roll)	48.00	480.00
10 roll	Yellow Cartolina (10 pcs per roll)	50.00	500.00
10 roll	Green Cartolina (10 pcs per roll)	50.00	500.00
25 pcs	ID Lace (Hook & Rope 1 inch)	18.00	450.00
10 box	White Board Marker Pilot, Black (12pcs/box)	50.00	500.00
10 box	White Board Marker Pilot, Blue (12pcs/box)	55.00	550.00
14 box	Permanent Marker Pilot, Black (12pcs/box)	55.00	770.00
25 box	Binder Clip, Medium, 12pcs/box	60.00	1,500.00
26 box	Binder Clip, Large, 12pcs/box	70.00	1,820.00
1 pc	Cutter Mat 18"x24"	450.00	450.00
5 pcs	Paper Cutter	60.00	300.00
1 pc	Puncher, HD	690.00	690.00
10 pcs	Molar File	295.00	2,950.00
5 pcs	Elmer's Glue, 130ml	56.00	280.00
22 pcs	Correction Tape J-855 (15m)	25.00	550.00
10 box	Highlighter (Assorted Color)	45.00	450.00
5 pcs	Stainless Big Office Scissor	85.00	425.00
12 set	Sticky Colored Note pad (5.5x1)	42.00	504.00
12 set	Sticky Colored Note pad (7.5x5)	53.00	636.00
15 doz	FOLDER WHITE, Long 14PTS (1 doz)	96.00	1,440.00
15 doz	FOLDER BROWN, Long 14PTS (1 doz)	96.00	1,440.00
	<b>ICT Supplies</b>		
5 pcs	External HDD Hard Drive (1TB)		20,000.00
10 set	Epson Ink - 003 (Black, Cyan, Magenta & Yellow)		20,000.00
	<b>TOTAL FOR LOT 3 -</b>		<b>140,000.00</b>
	<b>GRAND TOTAL</b>		<b>458,000.00</b>

The agency intends to apply the amount Four Hundred Fifty-Eight Thousand Pesos Only (Php458,000.00) 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 Maf Coop Da Compound San Agustin Pili Cam Sur, Jeanine's Eatery San Agustin Pili Cam Sur, and Macagang Hotel and Resort Nabua Camarines Sur,**

**LOT 2, AOL Travel and Tours Legazpi City, Tierra De Ibalon Naga City and Diosa Kobi travel and Tours Pili Camarines Sur**

**LOT 3, RFK Gen Mdse Pili Cam Sur, Galaxy Point Gen Mdse Naga City** and any other interested Bidders are hereby requested to submit the following documents



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1. Mayor's Permit
2. PhilGeps Registration
3. DTI / SEC / CDA Registration
4. BIR Registration
5. Annual Income Tax Return
6. Omnibus Sworn Statement
7. Menu (LOT1) Pictures / Brochure (LOT 3)

The bidders are required to pay the non-refundable amount Five Hundred Pesos (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 1:00 in the afternoon of 8 May 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 1 PM 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 [bacrfo5@gmail.com](mailto:bacrfo5@gmail.com).

May 04, 2023 San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
Chief, Integrated Laboratory Division  
BAC Chairperson



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

**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.



**FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**

<b>Name of Project:</b>	CATERING SERVICES, VAN RENTAL AND OFFICE SUPPLIES FOR FEASIBILITY STUDY OF TECHNOLOGY BUSINESS INCUBATION PROGRAM
<b>Name of Bidder/ Authorized Representative:</b>	_____

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 COST 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)
	<b>LOT 1 - CAMARINES SUR</b>								
	<b>CONSULTATION MEETINGS WITH STAKEHOLDER</b>								
	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)		40 pax						
	<b>MONTHLY MEETING</b>								
	2 snacks, Lunch (@ 40 pax per meeting) (3 meetings)		40 pax						
	<b>SURVEY QUESTIONNAIRE ADMINISTRATION</b>								
	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)		40 pax						
	<b>PROJECT MONITORING</b>								



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	2 snacks, Lunch (@ 40 pax per meeting) (4 meetings)		40 pax					
	<b>TOTAL FOR LOT 1 -</b>							
	<b>LOT 2 - Van Rental</b>							
	OS-Camarines Sur		9 units					
	OS-Camarines Norte		5 units					
	OS-Albay		5 units					
	<b>TOTAL FOR LOT 2-</b>							
	<b>LOT 3 - Office Supplies</b>							
	Bond Paper Substance 20 (A4 size), 5 reams/box		42 box					
	Bond Paper Substance 20 (Long 8.5"x13"), 5 reams/box		5 box					
	Ballpen 50 pcs, Black		10 box					
	My Gel Pen, Blue 0.5mm (12pcs/box)		15 box					
	My Gel Pen, Black 0.5mm (12pcs/box)		15 box					
	Green apple padded notebook 80 lvs		25 pcs					
	Paper clips Big by 80's/box		25 box					
	Paper clips Small by 80's/box		25 box					
	Metal paper Fastener		10 box					
	Stapler HD-50R with Remover		15 pcs					
	360 rotating stapler		2 pcs					
	Staple Wire #35		15 box					



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	Masking Tape 2 inch		5 pcs					
	Masking Tape 1 inch		5 pcs					
	Manila Paper (100 pcs per roll)		10 roll					
	White Cartolina (10 pcs per roll)		10 roll					
	Yellow Cartolina (10 pcs per roll)		10 roll					
	Green Cartolina (10 pcs per roll)		10 roll					
	ID Lace (Hook & Rope 1 inch)		25 pcs					
	White Board Marker Pilot, Black (12pcs/box)		10 box					
	White Board Marker Pilot, Blue (12pcs/box)		10 box					
	Permanent Marker Pilot, Black (12pcs/box)		14 box					
	Binder Clip, Medium, 12pcs/box		25 box					
	Binder Clip, Large, 12pcs/box		26 box					
	Cutter Mat 18"x24"		1 pc					
	Paper Cutter		5 pcs					
	Puncher, HD		1 pc					
	Molar File		10 pcs					
	Elmer's Glue, 130ml		5 pcs					
	Correction Tape J-855 (15m)		22 pcs					



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	Highlighter (Assorted Color)		10 box						
	Stainless Big Office Scissor		5 pcs						
	Sticky Colored Note pad (5.5x1)		12 set						
	Sticky Colored Note pad (7.5x5)		12 set						
	FOLDER WHITE, Long 14PTS (1 doz)		15 doz						
	FOLDER BROWN, Long 14PTS (1 doz)		15 doz						
	<b>ICT Supplies</b>								
	External HDD Hard Drive (1TB)		5 pcs						
	Epson Ink - 003 (Black, Cyan, Magenta & Yellow)		10 set						
	TOTAL FOR LOT 3 -								
	GRAND TOTAL								

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

[Legal capacity] \_\_\_\_\_

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**

**FEASIBILITY STUDY OF A TECHNOLOGY BUSINESS INCUBATION PROGRAM FOR DA  
 RFO 5 MEETINGS**

**MENU FOR FIFTEEN (15) MEAL BATCHES  
 Total 600 Pax**

	<b>AM Snack</b>	<b>Lunch</b>	<b>PM Snack</b>
<b>Day 1</b>	Bihon Guisado Kutsinta Quench	Rice Pork Chop Laing Gelatin	Banana Cake C2 Solo
<b>Day 2</b>	Baked Macaroni Cheese Puto Soda	Plain Rice Pork Steak Mixed Veggies Fruits	Ham & Cheese Sandwich C2 solo
<b>Day 3</b>	Spaghetti Garlic Bread Minute Maid	Rice Chicken Cordon Bleu Ampalaya con carne Buko Salad Bottled water	Cassava cake 4 season juice
<b>Day 4</b>	Pancit Palabok Soda	Plain Rice Roasted Chicken Chopsuey Guisado Mango Lechetin	Carbonara Toasted Bread Iced Tea
<b>Day 5</b>	Sotanghon Guisado Chiffon Cake Orange Juice	Rice Chicken Curry Lumpia Shanghai Water Banana	Tuna Sandwich Iced Tea
<b>Day 6</b>	Macaroni Salad Bread Pineapple Juice	Rice Beef Steak Mixed Veggies Banana Bottled Mineral	Mocha cake Four Seasons Juice
<b>Day 7</b>	Chicken Carbonara Minute Maid juice	Pinakbet Pork Asado Rice Fruity Gelatin	Cheese pimiento sandwich Iced tea

AFD-HRMS-019-0  
 Effectivity Date: February 02, 2022