



**Department of Agriculture  
Regional Field Office No. 5**

LOT 1- CATERING SERVICES IN CAMARINES SUR; LOT 2- FOOD AND ACCOMMODATION IN CAMARINES NORTE; LOT 3- FOOD AND ACCOMMODATION IN ALBAY; LOT 4- CATERING SERVICES IN SORSOGON; LOT 5 FOOD AND ACCOMMODATION IN CATANDUANES AND LOT 6: TRAINING MATERIALS, LOT 7: DEMO MATERIALS, LOT 8: Van Rental FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION CY 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHT HUNDRED SEVENTY-ONE THOUSAND FOUR HUNDRED (P855,400.00)

**REQUEST TO SUBMIT PROPOSAL FOR : LOT 1- CATERING SERVICES IN CAMARINES SUR; LOT 2- FOOD AND ACCOMMODATION IN CAMARINES NORTE; LOT 3- FOOD AND ACCOMMODATION IN ALBAY; LOT 4- CATERING SERVICES IN SORSOGON; LOT 5 FOOD AND ACCOMMODATION IN CATANDUANES AND LOT 6: TRAINING MATERIALS, LOT 7: DEMO MATERIALS, LOT 8: VAN RENTAL FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION CY 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **EIGHT HUNDRED FIFTY-FIVE THOUSAND FOUR HUNDRED (P855,400.00)** 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:

QTY/UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
	<b>LOT 1 - CATERING SERVICES (CAMARINES SUR)</b>		
35PAX	1. <b>2<sup>ND</sup> SEMESTER CY 2023 MONITORING COORDINATION MEETINGS (2 MEETINGS) AUGUST 24 &amp; OCTOBER 26,2023 AM SNACKS LUNCH PM SNACKS &amp; DINNER</b>	530.00	37,100.00
30PAX	2. <b>VARIOUS MEETING UNDER PMEN FOR FY 2023 (TO BE DETERMINED) 25 MEETINGS AM SNACKS LUNCH &amp; PM SNACKS</b>	450.00	337,500.00
30PAX	3. <b>CSO RTC DELIVERATION &amp; FIELD VALIDATION ( TO BE DETERMINED) 4 MEETINGS AM SNACKS LUNCH &amp; PM SNACKS</b>	450.00	45,000.00
15PAX	4. <b>CY 2023 YEAR-END PROGRAM IMPLEMENTATION REVIEWS (NOV. 28-29,2023) BREAKFAST</b>	120.00	1,800.00
50PAX	<b>AM SNACKS LUNCH PM SNACKS &amp; DINNER</b>	530.00	26,500.00
15PAX	<b>BREAKFAST</b>	120.00	1,800.00
50PAX	<b>AM SNACKS LUNCH PM SNACKS &amp; DINNER</b>	530.00	<u>26,500.00</u>
			56,600.00
20PAX	5. <b>TRAINING ON FOOD SCULPTING (FRUITS AND VEGETABLES CARVING) FOR RURAL AND FARM YOUTH (MARCH 30, 2023) BREAKFAST</b>	150.00	3,000.00
30PAX	<b>AM SNACKS LUNCH PM SNACKS</b>	490.00	<u>14,700.00</u>
			17,700.00
	<b>TOTAL LOT 1</b>		<b><u>P 493,900.00</u></b>



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10 PAX 10 PAX 30 PAX	<b>LOT 2 - CATERING SERVICES &amp; ACCOMMODATION (CAMARINES NORTE)</b> 1. DA RFO 5 GAD FOCAL POINT SYSTEM QUARTERLY MEETING (SEPTEMBER 27,2023) PM SNACKS & DINNER (DAY 0) BREAKFAST & DINNER (DAY 1) AM SNACKS LUNCH & PM SNACKS (DAY 1)	400.00 370.00 550.00	4,000.00 3,700.00 <u>16,500.00</u>
	<b>TOTAL LOT 2</b>		<b><u>P 24,200.00</u></b>
10 PAX 10 PAX 30 PAX	<b>LOT 3 - CATERING SERVICES &amp; ACCOMMODATION (ALBAY)</b> 1. DA RFO 5 GAD FOCAL POINT SYSTEM QUARTERLY MEETING (SEPTEMBER 27,2023) PM SNACKS & DINNER (DAY 0) BREAKFAST & DINNER (DAY 1) AM SNACKS LUNCH & PM SNACKS (DAY 1)	400.00 370.00 550.00	4,000.00 3,700.00 <u>16,500.00</u>
	<b>TOTAL LOT 3</b>		<b><u>P 24,200.00</u></b>
10 PAX 30 PAX	<b>LOT 4 - CATERING SERVICES (SORSOGON)</b> 1. TRAINING ON EDIBLE MUSHROOM PRODUCTION & MANAGEMENT (MARCH 28, 2023) BREAKFAST & DINNER AM SNACKS LUNCH & PM SNACKS	370.00 490.00	3,700.00 <u>14,700.00</u>
	<b>TOTAL LOT 4</b>		<b><u>P 18,400.00</u></b>
10 PAX 10 PAX 35 PAX 10 PAX	<b>LOT 5 - CATERING SERVICES &amp; ACCOMMODATION (CATANDUANES)</b> 1. TRAINING ON EDIBLE MUSHROOM PRODUCTION & MANAGEMENT (April 12, 2023) PM SNACKS & DINNER (DAY 0) BREAKFAST & DINNER (DAY 1) AM SNACKS LUNCH & PM SNACKS (DAY 1) AM SNACKS LUNCH & PM SNACKS (DAY 2)	400.00 370.00 490.00 500.00	4,000.00 3,700.00 17,150.00 <u>5,000.00</u>
	<b>TOTAL LOT 5</b>		<b><u>P 29,850.00</u></b>
5 Box 100 Pcs 9 Bot 5 Pcs 50 Pcs 5 Pcs 100 Pcs	<b>LOT 6: TRAINING MATERIALS</b> Ballpen 50'S Notebook 100 Lvs. Alcohol 500ML Scissor Big Spray Bottle (Small) Cutter (Big) Brown Expanding Evelope (Long)	400.00 130.00 150.00 200.00 50.00 150.00 25.00	2,000.00 13,000.00 1,350.00 1,000.00 2,500.00 750.00 <u>2,500.00</u>
	<b>TOTAL LOT 6</b>		<b><u>P 23,100.00</u></b>



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	<b>LOT 7: DEMO MATERIALS</b> <b>2 batches Trainings on Mushroom - Sorsogon and Catanduanes.</b>		
2 pieces	Steel drum (100 Liters)	1,000.00	2,000
4 pieces	Plastic drum (100 Liters)	800.00	3,200
50 pack	Polypropylene plastic bag (7x14)	120.00	6,000
2,000 pieces	PVC pipe 3/4 diameter - orange	3.00	6,000
20 boxes	Bright Rubber band (100 pcs)	170.00	3,400
50 bottles	Denatured alcohol (450cc)	65.00	3,250
50 pieces	Alcohol lamp (30ml)	80.00	4,000
100 pieces	Cotton (150 grams)	40.00	4,000
60 pieces	Hand sprayer (150 ml)	75.00	4,500
60 pieces	alcohol isopropyl 70% (500ml)	120.00	7,200
60 bottles	zonrox (500ml)	50.00	3,000
120 rolls	tissue paper	15.00	1,800
100 kilos	Sorghum White and Red)	65.00	6,500
31 boxes	Facemask	50.00	1,550
120 pack	plastic glove	30.00	3,600
	<b>Food Carving</b>		
30 pieces	bird's beak knife	80.00	2,400
30 pieces	chopping Knife (Medium)	85.00	2,550
30 set	carving pen (5 designs)	350.00	10,500
30 pieces	peeler	65.00	1,950
30 pieces	chopping board	120.00	3,600
5 pieces	Plate (plain, white)	50.00	250
	<b>TOTAL LOT 7</b>		<b><u>P 81,250.00</u></b>
	<b>LOT 8: VAN</b>		
4UNITS	<b>VAN RENTAL (CAM. SUR I)</b>	5,000.00	20,000.00
18UNITS	<b>VAN RENTAL (CAM.SUR II, ALBAY, CAM.NORTE&amp;SORSOGON)</b>	6,000.00	108,000.00
5UNITS	<b>VAN RENTAL (CAM.SUR II, CAM.NORTE &amp; CATANDUANES)</b>	6,500.00	32,500.00
	<b>TOTAL</b>		<b><u>P 160,500.00</u></b>
	<b>GRAND TOTAL</b>		<b><u>P 855,400.00</u></b>

As such **Lot 1: CRYSTAL ANGEL CATERING SERVICES**, Camelia Homes, Naga City, **CHEF GEORGE**, Pili, Cam. Sur and **JEANINE'S EATERY**, Pili, C.S. ; **Lot 2- HOTEL MEGASTAR**, Itomang Talisay, Cam. Norte **TIN-TIN APARTELE**, Daet, Cam. Norte **NATHANIEL'S HOTEL**, Maharlika Highway, Pamarongo, Daet, Cam. Norte ; **Lot 3: COOLSHINE**, Guinobatan, Albay **CASA BASILISA**, Guinobatan, Albay **CHARISMA**, Guinobatan, Albay **Lot 4 Lot 5- RAKDELL INN**, Virac, Catanduanes, **RHAJ**, Virac, Catanduanes, **QUEEN MARICEL INN**, Virac, Catanduanes ; **Lot 6 & 7: RFK GENERAL MERCHANDISE**, Pili, Camarines Sur, **BONINGS TRADING**, Naga City, **MAGTUR GENERAL MERCHANDISE**, Cararayan, Naga City **Lot 8: DIOSA KOBI**, Pili Camarines Sur, **BENMAR**, Legazpi City, **AOL TRAVEL & TOURS** , Legazpi City and all interested bidders are hereby requested to submit the following documents



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For use the conduct of various activities at PMED. The agency intends to apply the amount of **EIGHT HUNDRED FIFTY-FIVE THOUSAND FOUR HUNDRED (P855,400.00)** 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.

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. MENU(for Food)

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 24 March 2023 at 2<sup>nd</sup> Floor, 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](mailto:bacrfo5@gmail.com). DA-BAC Secretariat Office.

17 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]*

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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;



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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.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.



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*[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 \_\_\_\_\_ 2023.

\_\_\_\_\_  
(Name and Signature of Bidder or  
Authorized Representative)

\_\_\_\_\_  
Date of Bidding

\_\_\_\_\_  
(Address and Telephone No.)





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**For Goods Offered from Within the Philippines**

Name of the Project: ; LOT 1- CATERING SERVICES IN CAMARINES SUR; LOT 2- FOOD AND ACCOMMODATION IN CAMARINES NORTE; LOT 3- FOOD AND ACCOMMODATION IN ALBAY; LOT 4- CATERING SERVICES IN SORSOGON; LOT 5 FOOD AND ACCOMMODATION IN CATANDUANES AND LOT 6: TRAINING MATERIALS, LOT 7: DEMO MATERIALS, LOT 8: Van Rental FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION CY 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHT HUNDRED SEVENTY ONE THOUSAND FOUR HUNDRED (P855,400.00)

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)
	<b>LOT 1 - CATERING SERVICES (CAMARINES SUR)</b>  1. 2 <sup>ND</sup> SEMESTER CY 2023 MONITORING COORDINATION MEETINGS (2 MEETINGS) AUGUST 24 & OCTOBER 26,2023 AM SNACKS LUNCH PM SNACKS & DINNER  2. VARIOUS MEETING UNDER PMEN FOR FY 2023 (TO BE DETERMINED) 25 MEETINGS AM SNACKS LUNCH & PM SNACKS  3. CSO RTC DELIVERATION & FIELD VALIDATION ( TO BE DETERMINED) 4 MEETINGS AM SNACKS LUNCH & PM SNACKS		   35PAX   30PAX   30PAX						



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	<p>4. CY 2023 YEAR-END PROGRAM IMPLEMENTATION REVIEWS (NOV. 28-29,2023)            BREAKFAST            AM SNACKS LUNCH PM SNACKS &amp; DINNER            BREAKFAST            AM SNACKS LUNCH PM SNACKS &amp; DINNER</p> <p>5. TRAINING ON FOOD SCULPTING (FRUITS AND VEGETABLES CARVING) FOR RURAL AND FARM YOUTH (MARCH 30, 2023)            BREAKFAST            AM SNACKS LUNCH PM SNACKS</p> <p>TOTAL LOT 1</p>		<p>15PAX 50PAX</p> <p>15PAX 50PAX</p> <p>20PAX 30PAX</p>						
	<p>LOT 2 - CATERING SERVICES &amp; ACCOMMODATION (CAMARINES NORTE)</p> <p>1. DA RFO 5 GAD FOCAL POINT SYSTEM QUARTERLY MEETING (SEPTEMBER 27,2023)            PM SNACKS &amp; DINNER (DAY 0)            BREAKFAST &amp; DINNER (DAY 1)            AM SNACKS LUNCH &amp; PM SNACKS (DAY 1)            ACCOMMODATION</p> <p>TOTAL LOT 2</p>		<p>10PAX 10PAX 30PAX 10PAX</p>						
	<p>LOT 3 - CATERING SERVICES &amp; ACCOMMODATION (ALBAY)</p> <p>1. DA RFO 5 GAD FOCAL POINT SYSTEM QUARTERLY MEETING (SEPTEMBER 27,2023)            PM SNACKS &amp; DINNER (DAY 0)</p>		<p>10 PAX</p>						





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LOT 1- CATERING SERVICES IN CAMARINES SUR; LOT 2- FOOD AND ACCOMMODATION IN CAMARINES NORTE; LOT 3- FOOD AND ACCOMMODATION IN ALBAY; LOT 4- CATERING SERVICES IN SORSOGON; LOT 5 FOOD AND ACCOMMODATION IN CATANDUANES AND LOT 6: TRAINING MATERIALS, LOT 7: DEMO MATERIALS, LOT 8: Van Rental FOR THE CONDUCT OF VARIOUS ACTIVITIES AT PLANNING MONITORING & EVALUATION DIVISION CY 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHT HUNDRED SEVENTY-ONE THOUSAND FOUR HUNDRED (P855,400.00)

	<b>LOT 7: DEMO MATERIALS</b> 2 batches Trainings on Mushroom - Sorsogon and Catanduanes. Steel drum (100 Liters) Plastic drum (100 Liters) Polypropylene plastic bag (7x14) PVC pipe 3/4 diameter - orange Bright Rubber band (100 pcs) Denatured alcohol (450cc) Alcohol lamp (30ml) Cotton (150 grams) Hand sprayer (150 ml) alcohol isopropyl 70% (500ml) zonrox (500ml) tissue paper Sorghum White and Red) Facemask plastic glove <b>Food Carving</b> bird's beak knife chopping Knife (Medium) carving pen (5 designs) peeler chopping board Plate (plain, white) <b>TOTAL LOT 7</b>		2 pieces 4 pieces 50 pack 2,000 pieces 20 boxes 50 bottles 50 pieces 100 pieces 60 pieces 60 pieces 60 bottles 120 rolls 100 kilos 31 boxes 120 pack  30 pieces 30 pieces 30 set 30 pieces 30 pieces 5 pieces						
	<b>LOT 8: VAN</b> <b>VAN RENTAL (CAM. SUR I)</b> <b>VAN RENTAL (CAM.SUR II, ALBAY, CAM.NORTE&amp;SORSOGON)</b> <b>VAN RENTAL (CAM.SUR II, CAM.NORTE &amp; CATANDUANES)</b> <b>TOTAL LOT 8</b>		4units 18units  5units						
	<b>GRAND TOTAL</b>								

\_\_\_\_\_ *[signature]*  
 Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_ *[in the capacity of]*