



[SVP-50-2023] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE LOT 1 – OFFICE SUPPLIES AND LOT 2 – OTHER SUPPLIES FOR USE OF MARKET ASSESSMENT AND REFINEMENT OF VEGGIE CHIPS IN CAMARINES NORTE UNDER DA BAR PROJECT OF RESEARCH DIVISION AT PPROVED BUDGET FOR THE CONTRACT AMOUNTING EIGHTY-SIX THOUSAND SIX HUNDRED EIGHTY-EIGHT PESOS ONLY (PHP86,688.00) 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	PARTICULARS	UNIT COST	TOTAL COST
	LOT 1 – OFFICE SUPPLIES		
6 sets	Printer Ink 003 (C,M,Y,B)	1200.00	7,200.00
5box	Bond Paper, A4	1200.00	6,000.00
3box	Bond Paper, long	1250.00	3,750.00
3pcs	Scissors, big	85.00	255.00
3box	Sign pen, 5mm, blue	1000.00	3,000.00
50pcs	Folder, sliding, A4, plastic, green	20.00	1,000.00
3pcs	Masking Tape 1"	50.00	150.00
3pcs	Transparent Tape 1"	25.00	75.00
3box	Pencil, no. 2	95.00	285.00
5pcs	Highlighter marker	55.00	275.00
11pcs	Post-it (sticky notes) multi-color	70.00	770.00
3box	Paper Fastener	50.00	150.00
5packs	Specialty Paper	155.00	775.00
50pcs	Folder, expanding	25.00	1,250.00
6box	Binder clips, 2 inch	45.00	270.00
6Box	Binder clips, 1 inch	35.00	210.00
6box	Binder clips, 3/4 inch	25.00	150.00
2pcs	Stapler #35	250.00	500.00
6box	Staple wire #35	60.00	360.00
5Box	Ordinary pen, blk	155.00	775.00
	TOTAL FOR LOT 1		27,200.00
	LOT 2 – OTHER SUPPLIES		
10kg	Squash	60.00	600.00
10kg	Malunggay (fresh leaves)	100.00	1,000.00
10kg	Carrots	110.00	1,100.00
5kg	Ampalaya	200.00	1,000.00
5kg	Tomato	100.00	500.00
5kg	Okra	120.00	600.00



10kg	Flour (Sungoddess)	54.00	540.00
150pcs	Egg, large	10.00	1,500.00
3kg	Salt	20.00	60.00
1kg	Black Pepper	395.00	395.00
1kg	Lye water	200.00	200.00
10kg	Cooking Oil	110.00	1,100.00
500pcs	Resealable Stand-up Pouch (16x24cm)	5.00	2,500.00
15packs	Photo Stiker Paper x20 A4	101.00	1,515.00
10packs	Paper Towel Roll	80.00	800.00
10pcs	Airtight Plastic Food Container, 1300ml, round	180.00	1,800.00
40pcs	High Quality Apron, Canvas	80.00	3,200.00
6packs	Hairnet, 12 pc	100.00	600.00
6packs	Disposable Hand gloves (thick)	120.00	720.00
2sets	Oven Gloves	150.00	300.00
10pcs	Hand Towel, white, cotton	30.00	300.00
10pcs	Dish Towel, white, microfiber	50.00	500.00
3pcs	Baking cheesecloth	100.00	300.00
10pcs	Stainless Steel Tray, (Approx. 40x30x2cm)	150.00	1,500.00
12Pcs	Stainless Tray, (Approx. 32x22x3cm)	100.00	1,200.00
2pcs	Silicone Baking Mat Large 70 x 50 cm	350.00	700.00
3sets	Silicon Spatula, high quality	200.00	600.00
2pcs	Silicon Food Tong	200.00	400.00
2pcs	Silicon Rolling Pin	500.00	1,000.00
1unit	Digital Kitchen Timer	300.00	300.00
1unit	Heavy Duty Food Processor	2000.00	2,000.00
2sets	Non stick Cooking Pan 28 cm	1500.00	3,000.00
1sets	Non stick Cooking Pot/Casserole, thick, 28 cm	2000.00	2,000.00
2pcs	Glass Measuring Cup for Liquid, 1L	600.00	1,200.00
2pcs	Glass Measuring Cup for Liquid, 500ml	400.00	800.00
12pcs	Glass Bowl 14cm	50.00	600.00
2pcs	Digital Kitchen Thermometer	250.00	500.00
2pcs	Heavy duty Peeler	100.00	200.00
2pcs	Kitchen Knife	200.00	400.00
2pcs	Heavy Duty Flour Sifter	200.00	400.00
2pcs	Stainless Colander Bowl/Basket, 28cm	250.00	500.00
1gal	Alcohol 1gal.	350.00	350.00
2gal	Dishwashing Liquid 1gal.	300.00	600.00
1set	Heavy duty Double Burner Gas Stove	3000.00	3,000.00



2tank	LPG Refill	1300.00	2,600.00
6pcs	Stainless Steel Mixing Bowl, high grade, 36cm	850.00	5,100.00
12sets	Stainless Steel Cooling Wire Rack, heavy duty, nonstick 16" x 10"	784.00	9,408.00
	TOTAL FOR LOT 2		59,488.00
	GRAND TOTAL		86,688.00

The agency intends to apply the amount Eighty-Six Thousand Six Hundred Eighty-Eight Pesos Only (Php86,688.00) 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 GEN MERCHANDISE Pili Cam Sur, FNK GENERAL MERCHANDISE** and **ADL GENERAL MERCHANDISE Pili Cam Sur** and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement
4. Picture

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 9:30 in the morning of 14 June 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 bacrfo5@gmail.com.

June 07, 2022 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC Chairperson



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

Name of Project:	LOT 1 - OFFICE SUPPLIES AND LOT 2 - OTHER SUPPLIES FOR USE OF MARKET ASSESSMENT AND REFINEMENT OF VEGGIE CHIPS IN CAMARINES NORTE UNDER DA BAR PROJECT OF RESEARCH DIVISION
Name of Bidder/ Authorized Representative:	_____

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)
	LOT 1 - OFFICE SUPPLIES								
	Printer Ink 003 (C,M,Y,B)		6 sets						
	Bond Paper, A4		5box						
	Bond Paper, long		3box						
	Scissors, big		3pcs						
	Sign pen, 5mm, blue		3box						
	Folder, sliding, A4, plastic, green		50pcs						
	Masking Tape 1"		3pcs						
	Transparent Tape 1"		3pcs						
	Pencil, no. 2		3box						
	Highlighter marker		5pcs						
	Post-it (sticky notes) multi-color		11pcs						
	Paper Fastener		3box						



Specialty Paper		5packs						
Folder, expanding		50pcs						
Binder clips, 2 inch		6box						
Binder clips, 1 inch		6Box						
Binder clips, 3/4 inch		6box						
Stapler #35		2pcs						
Staple wire #35		6box						
Ordinary pen, blk		5Box						
TOTAL FOR LOT 1								
LOT 2 - OTHER SUPPLIES								
Squash		10kg						
Malunggay (fresh leaves)		10kg						
Carrots		10kg						
Ampalaya		5kg						
Tomato		5kg						
Okra		5kg						
Flour (Sungoddess)		10kg						
Egg, large		150pcs						
Salt		3kg						
Black Pepper		1kg						
Lye water		1kg						
Cooking Oil		10kg						
Resealable Stand-up Pouch (16x24cm)		500pcs						
Photo Stiker Paper x20 A4		15packs						
Paper Towel Roll		10packs						
Airtight Plastic Food Container, 1300ml, round		10pcs						
High Quality Apron, Canvas		40pcs						



	Hairnet, 12 pc		6packs						
	Disposable Hand gloves (thick)		6packs						
	Oven Gloves		2sets						
	Hand Towel, white, cotton		10pcs						
	Dish Towel, white, microfiber		10pcs						
	Baking cheesecloth		3pcs						
	Stainless Steel Tray, (Approx. 40x30x2cm)		10pcs						
	Stainless Tray, (Approx. 32x22x3cm)		12Pcs						
	Silicone Baking Mat Large 70 x 50 cm		2pcs						
	Silicon Spatula, high quality		3sets						
	Silicon Food Tong		2pcs						
	Silicon Rolling Pin		2pcs						
	Digital Kitchen Timer		1unit						
	Heavy Duty Food Processor		1unit						
	Non stick Cooking Pan 28 cm		2sets						
	Non stick Cooking Pot/Casserole, thick, 28 cm		1sets						
	Glass Measuring Cup for Liquid, 1L		2pcs						
	Glass Measuring Cup for Liquid, 500ml		2pcs						
	Glass Bowl 14cm		12pcs						



	Digital Kitchen Thermometer		2pcs						
	Heavy duty Peeler		2pcs						
	Kitchen Knife		2pcs						
	Heavy Duty Flour Sifter		2pcs						
	Stainless Colander Bowl/Basket, 28cm		2pcs						
	Alcohol 1gal.		1gal						
	Dishwashing Liquid 1gal.		2gal						
	Heavy duty Double Burner Gas Stove		1set						
	LPG Refill		2tank						
	Stainless Steel Mixing Bowl, high grade, 36cm		6pcs						
	Stainless Steel Cooling Wire Rack, heavy duty, nonstick 16" x 10"		12sets						
	GRAND TOTAL								

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

GPPB Resolution No. 16-2020, dated 16 September 2020



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]