



REQUEST TO SUBMIT PROPOSAL FOR OFFICE SUPPLIES AND OTHER SUPPLIES FOR USE IN THE IMPLEMENTATION OF CASSAVA NSIC VARIETIES IN THE BICOL REGION UNDER CORN PROGRAM 2023 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FOUR THOUSAND EIGHT HUNDRED TWO PESOS (P 104,802.00) 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
100	rms.	Book paper, A4 size, Subs. 20.	230.00	23,000.00
22	rms.	Book paper, Long	235.00	5,170.00
2	Unit	Anti-virus, Kaspersky 2018, 5 users	1500.00	3,000.00
5	pcs.	Calculator, Ordinary	550.00	2,750.00
6	pcs.	Scissor, Stainless steel	68.00	408.00
50	pcs.	Folder, short	5.50	275.00
50	pcs.	Folder, Legal size, 50 pieces per pack	5.80	290.00
25	pcs.	Record Book, 150 sheets	55.00	1,375.00
5	pcs.	Ballpen holder, container office organizer	895.00	4,475.00
50	pcs.	Folder, Expanding envelope	18.00	900.00
50	pcs.	Envelope, expanding, long	13.50	675.00
100	pcs.	Cartolina, assorted colors	8.00	800.00
12	bxs.	Gel pen, 0.4-Blue	305.00	3,660.00
12	bxs.	Gel pen, 0.4-Black	305.00	3660.00
10	pcs.	Cutter knife, Big	48.00	480.00
150	pcs.	Plastic envelope	16.00	2,400.00
25	tubes	Cutter blade, Big	45.00	1125.00
3	pcs.	Puncher	158.00	474.00
15	bots	Glue, Elmer, 130gms.	50.00	750.00
24	pcs.	Masking Tape 2'	80.00	1920.00
2	bxs.	Battery, Triple AAA	1400.00	2,800.00
24	rolls	Tissue paper	15.50	372.00
48	pcs.	Permanent marker, Black	40.00	1,920.00
48	pcs.	Permanent marker, Blue	40.00	1,920.00
2	bxs.	Laminating Film, Long 8x13	1250.00	2,500.00
12	pcs.	Molar file with cover	150.00	1,800.00
6	pcs.	Meter stick, 1M	35.00	210.00
12	pcs.	Molar box	499.00	5,988.00
100	pcs.	Manila paper	5.00	500.00
10	bxs.	Binder clip, medium	58.00	580.00
30	pcs.	Correction Tape	40.00	1,200.00
100	pcs.	Brown envelope, Long	5.00	500.00



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEARCHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPARATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc – p 30,250.00

100	pcs.	Sliding folder, A4 size	10.00	1,000.00
100	pcs.	Glue stick, big	10.00	1,000.00
6	pcs.	Glue gun, big	395.00	2,370.00
45	pcs.	certificate jacket, short	48.00	2,160.00
55	pcs.	Colored paper, Neon, 250s', Assorted color	55.00	3,045.00
6	pcs.	Stapler with remover	499.00	2,994.00
12	bxs.	Staple wire No. 35	38.00	456.00
50	pads	Stick note, Assorted	40.00	2,000.00
20	pads	Sticker paper, A4 size	40.00	800.00
20	pcs.	Scotch Tape 2"	50.00	1000.00
20	bxs.	Paper fastener	39.00	780.00
10	sheets	Photo paper, Premium High Glossy, A4	120.00	1,200.00
20	pcs.	Double sided tape 2"	80.00	1600.00
4	pcs.	Pencil sharpener	300.00	1200.00
20	pcs.	Duct tape 2"	130.00	2600.00
2	bot.	Trodat ink (Black)	220.00	440.00
24	bxs.	Pencil 12 pcs/box No. 2	95.00	<u>2,280.00</u>
GRAN TOTAL:				<u>P 104,802.00</u>

For OFFICE SUPPLIES AND OTHER SUPPLIES FOR USE IN THE IMPLEMENTATION OF CASSAVA NSIC VARIETIES IN THE BICOL REGION UNDER CORN PROGRAM 2023. The agency intends to apply the amount of **ONE HUNDRED FOUR THOUSAND EIGHT HUNDRED TWO PESOS (P 104,802.00)** 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: RFK GENERAL MERCHANDISE, Pili, Camarines; LKJ GENERAL MERCHANDISE, Naga City and ALLAN JUSTINE GENERAL MERCHANDISE, Magarao, Camarines Sur 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. Picture

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



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEARCHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPARATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc - p 30,250.00

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than 10:00am in the morning of 24 March 2023 at 3RD 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**. 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]

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
Regional Field Office No. 5**

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEARCHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPARATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc – p 30,250.00

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]



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEARCHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPARATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc – p 30,250.00

**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.)



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEARCHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPARATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc - p 30,250.00

For Goods Offered From Within the Philippines

Name of the Project: ; OFFICE SUPPLIES AND OTHER SUPPLIES FOR USE IN THE IMPLEMENTATION OF CASSAVA NSIC VARIETIES IN THE BICOL REGION UNDER CORN PROGRAM 2023a: ABC-P104,802.00

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)
	Book paper, A4 size, Subs. 20.		100rms						
	Book paper, Long		22rms						
	Anti-virus, Kaspersky 2018, 5 users		2unit						
	Calculator, Ordinary		5pc						
	Scissor, Stainless steel		6pc						
	Folder, short		50pc						
	Folder, Legal size, 50 pieces per pack		50pc						
	Record Book, 150 sheets		25pc						
	Ballpen holder, container office organizer		5pc						
	Folder, Expanding envelope		50pc						
	Envelope, expanding, long		50pc						
	Cartolina, assorted colors		100pc						
	Gel pen, 0.4-Blue		12box						
	Gel pen, 0.4-Black		12box						
	Cutter knife, Big		10pc						
	Plastic envelope		150pc						



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEACHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPAPRATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc – p 30,250.00

Cutter blade, Big	25tube							
Puncher	3pc							
Glue, Elmer, 130gms.	15blt							
Masking Tape 2'	24pc							
Battery, Triple AAA	2box							
Tissue paper	24pc							
Permanent marker, Black	48pc							
Permanent marker, Blue	48pc							
Laminating Film, Long 8x13	2box							
Molar file with cover	12pc							
Meter stick, 1M	6pc							
Molar box	12pc							
Manila paper	100pc							
Binder clip, medium	10pc							
Correction Tape	30blt							
Brown envelope, Long	100pc							
Sliding folder, A4 size	100pc							
Glue stick, big	100pc							
Glue gun, big	6blt							
Certificate jacket, short	45pc							
Colored paper, Neon, 250s', Assorted color	55pc							
Stapler with remover	6pc							
Staple wire No. 35	12box							
Stick note, Assorted	50pad							
Sticker paper, A4 size	20pack							
Scotch Tape 2"	20pc							
Paper fastener	20box							
Photo paper, Premium High Glossy, A4	10pack							



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

PROJECT TITLE: CATERIG SERVICE DURING "RETOOLING OF RESEACHERS AND TECHNICAL STAFF ON GUIDELINES IN THE PREPAPRATION OF R4D PROPOSALS AND R4D PROJECT IMPLEMENTATION AND MONITORING-RELATED ACTIVITIES UNDER CORN PROGRAM 2023.abc - p 30,250.00

Double sided tape 2"		20pc							
Pencil sharpener		4pc							
Duct tape 2"		20pc							
Trodat ink (Black)		2blt							
Pencil 12 pcs/box No. 2		24bpx							
GRAN TOTAL:									
GRAND TOTAL									

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____