



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT RAFIS OFFICE AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED SIXTY-ONE THOUSAND SIX HUNDRED PESOS (PHP161,600.00) 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 proposal for the following:

QTY	PARTICULARS	UNIT COST	TOTAL COST
LOT 1 - OFFICE SUPPLIES			
10 reams	Book paper, S-24, Legal Size (8.5x13)	250.00	₱2,500.00
10 reams	Book paper, A4 size, S24	240.00	2,400.00
5 doz	Expanding Folder long	96.00	480.00
24 pcs.	Molar file	150.00	3,600.00
12 pcs.	Molar box w/ cover	495.00	5,940.00
1 box	Ballpen, 50, black	250.00	250.00
3 boxes	Sign pen, 0.5 black	300.00	900.00
5 doz.	Folder long, ordinary	54.00	270.00
1 pc.	Paper cutter wood A3 (15x18)	768.00	768.00
6 pcs.	Whiteboard Marker, black	45.00	270.00
12 pcs.	Permanent marker, broad type, black	38.00	456.00
15 pcs.	Correction tape	35.00	525.00
2 packs	Photopaper, A4 size	150.00	300.00
3 packs	Specialty board, short size, off white	165.00	495.00
30 packs	Battery AA of 2 long lasting	129.00	3,870.00
20 packs	Battery AAA of 2 long lasting	160.00	3,200.00
12 pcs.	Certificate jacket, A4	45.00	540.00
24 pcs.	Glue 240ml	100.00	2,400.00
2 pcs.	Stamp pad, blue/purple	50.00	100.00
30 pcs.	Record book, size 11.2 x 7 inch. 150pages	50.00	1,500.00
50 pcs.	Notebook 80 leaves	55.00	2,750.00
10 boxes	Staple wire 35#	30.00	300.00
10 pcs.	Cutter big	35.00	350.00
5 pcs.	Cutter blade big	48.00	240.00
2 pcs.	ruler steel 30 inches	383.00	766.00
15 pcs.	ruler steel 12 inches	75.00	1,125.00
5 pcs.	Pencil Sharpener	380.00	1,900.00
5 pcs.	Stapler #35 (heavy duty)	300.00	1,500.00
3 pcs.	Tape dispenser 3/4 inch.	168.00	504.00
5 boxes	Paper fastener (metal)	40.00	200.00
15 packs	Post it 44x12mm (pet stick)	255.00	3825.00
20 packs	Post it 3x3 inches	306.00	6,120.00
20 pcs.	Packaging tape 3"	70.00	1,400.00
10 pcs.	Double sided tape 1"	50.00	500.00



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 San Agustin, Pili, Camarines Sur

20 pcs.	Masking tape 3 inches	105.00	2,100.00
20 pcs.	Masking tape 3/4 inches	135.00	2,700.00
10 boxes	Pencil #2	85.00	850.00
5 boxes	Binder clip , large	162.00	810.00
5 packs	Binder clip , medium	126.00	630.00
5 reams	Short bond paper, Substance 20	205.00	1,025.00
1 pcs.	Glue gun big	300.00	300.00
20 pcs.	Glue stick big	17.00	340.00
24 pcs	Battery, 9 volts	205.00	4,920.00
2 boxes	Ballpen (blue)	190.00	380.00
2 boxes	Signpen (6.3)	340.00	680.00
10 pcs.	Duct tape 2"	180.00	1,800.00
5 pcs.	Electrical tape	32.00	160.00
50 pcs.	Scotch Tape 3/4 inch	155.00	7,750.00
10 pcs.	Scissors	81.00	810.00
5 reams	Substance 20 , short bond paper	205.00	1,025.00
1 set	Kyocera copier toner TK-81113	33,976.00	33,976.00
Sub-total (Lot 1)			₱112,500.00
LOT 2 - OTHER SUPPLIES			
20 doz.	Tissue Roll (2 ply)	165.00	₱3,300.00
20 pack	Garbage bag black , large 26x23 inch	500.00	10,000.00
6 pcs.	Trash bin	500.00	3,000.00
36 bot.	Ethyl Alcohol 500ml, 70%	125.00	4,500.00
40 packs	Polyethelene plastic 10x16 inch clear	150.00	6,000.00
10 packs	Polyethelene plastic 20x30 inch clear	1015.00	10,150.00
2 pcs.	Head refill, tornado floor mop	350.00	700.00
10 packs	Plastic/sando bag, large, white,100's	120.00	1,200.00
12 pcs.	Handsoap, 175g	60.00	720.00
12 pcs.	Liquid Handsoap 500ml	110.00	1,320.00
3 gal.	Dishwashing liquid, 1 gallon	375.00	1,125.00
5 pcs.	Sponge scrub pad (3x4 inches)	31.00	155.00
15 cans	Air freshener big	226.00	3,390.00
15 cans	Insect spray	236.00	3,540.00
Sub-total (Lot 2)			₱49,100.00
TOTAL			₱161,600.00

For use at RAFIS office. The agency intends to apply the amount **One Hundred Sixty-One Thousand Six Hundred Pesos (Php161,600.00)** 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, Camarines Sur; **BONING'S TRADING**, Naga City, Camarines Sur; **ME RAINBOW DRY GOODS TRADING**, Naga City, Camarines Sur; **ALLAN JUSTINE GENERAL MERCHANDISE**, Magarao, Camarines Sur; and all interested bidders are hereby requested to submit the following documents:



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

1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Picture or Brochure

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 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 9:00 in the morning of 23 August 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 10:00AM 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.

August 17, 2023 San Agustin, Pili, Camarines Sur.

(signed)
LORENZO L. ALVINA
Chief, Integrated Laboratory Division
Chairperson, Bids and Awards Committee

**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.)

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 t [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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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

For Goods Offered from Within the Philippines

Name of Project: **SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT RAFIS OFFICE**

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)
1	LOT 1 - OFFICE SUPPLIES								
	Book paper, S-24, Legal Size (8.5x13)		10 reams						
	Book paper, A4 size, S24		10 reams						
	Expanding Folder long		5 doz						
	Molar file		24 pcs.						
	Molar box w/ cover		12 pcs.						
	Ballpen, 50, black		1 box						
	Sign pen, 0.5 black		3 boxes						
	Folder long , ordinary		5 doz.						
	Paper cutter wood A3 (15x18)		1 pc.						
	Whiteboard Marker , black		6 pcs.						
	Permanent marker, broad type, black		12 pcs.						
	Correction tape		15 pcs.						
	Photopaper, A4 size		2 packs						
	Specialty board, short size, off white		3 packs						
	Battery AA of 2 long lasting		30 packs						
	Battery AAA of 2 long lasting		20 packs						
	Certificate jacket, A4		12 pcs.						
	Glue 240ml		24 pcs.						

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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)
	Stamp pad, blue/purple		2 pcs.						
	Record book, size 11.2 x 7 inch. 150pages		30 pcs.						
	Notebook 80 leaves		50 pcs.						
	Staple wire 35#		10 boxes						
	Cutter big		10 pcs.						
	Cutter blade big		5 pcs.						
	ruler steel 30 inches		2 pcs.						
	ruler steel 12 inches		15 pcs.						
	Pencil Sharpener		5 pcs.						
	Stapler #35 (heavy duty)		5 pcs.						
	Tape dispenser 3/4 inch.		3 pcs.						
	Paper fastener (metal)		5 boxes						
	Post it 44x12mm (pet stick)		15 packs						
	Post it 3x3 inches		20 packs						
	Packaging tape 3"		20 pcs.						
	Double sided tape 1"		10 pcs.						
	Masking tape 3 inches		20 pcs.						
	Masking tape 3/4 inches		20 pcs.						

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	Pencil #2		10 boxes						
	Binder clip , large		5 boxes						
	Binder clip , medium		5 packs						
	Short bond paper, Substance 20		5 reams						
	Glue gun big		1 pcs.						
	Glue stick big		20 pcs.						
	Battery, 9 volts		24 pcs						
	Ballpen (blue)		2 boxes						
	Signpen (6.3)		2 boxes						
	Duct tape 2"		10 pcs.						
	Electrical tape		5 pcs.						
	Scotch Tape 3/4 inch		50 pcs.						
	Scissors		10 pcs.						
	Substance 20 , short bond paper		5 reams						
	Kyocera copier toner TK-81113		1 set						
								Sub-total (Lot 1)	

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Name of Project: **SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE AT RAFIS OFFICE**

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)
2	LOT 2 - OTHER SUPPLIES								
	Tissue Roll (2 ply)		20 doz.						
	Garbage bag black , large 26x23 inch		20 pack						
	Trash bin		6 pcs.						
	Ethyl Alcohol 500ml, 70%		36 bot.						
	Polyethelene plastic 10x16 inch clear		40 packs						
	Polyethelene plastic 20x30 inch clear		10 packs						
	Head refill, tornado floor mop		2 pcs.						
	Plastic/sando bag, large, white,100's		10 packs						
	Handsoap, 175g		12 pcs.						
	Liquid Handsoap 500ml		12 pcs.						
	Dishwashing liquid, 1 gallon		3 gal.						
	Sponge scrub pad (3x4 inches)		5 pcs.						
	Air freshener big		15 cans						
	Insect spray		15 cans						
								Sub-total (Lot 2)	
								GRAND TOTAL	

Name: _____

Legal Capacity: _____

Signature: _____

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