



**REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR LOT 1-CATERING SERVICES, LOT 2- VAN RENTAL AND LOT 3- SUPPLIES AND MATERIALS FOR VARIOUS EXPENSES DURING THE BICOL ORGANIC AGRICULTURE CONGRESS 2023 AMOUNTING TO FOUR HUNDRED EIGHTY FIVE THOUSAND FIVE HUNDRED PESOS (PHP485,500.00) 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
<b>Lot 1- Catering Services</b>			
	<b>Food</b>		
100 pax	Day 0- 2 snacks, Lunch & Dinner	750.00	75,000.00
170 pax	Day 2- full board- breakfast, 2 snacks, lunch & dinner for 2 days	850.00	289,000.00
50 pax	Day 3- Breakfast	150.00	7,500.00
	<b>Total Lot 1</b>		<b>₱371,500.00</b>
<b>Lot 2- Van Rental</b>			
2 units	2 van/day for 2 days: arrival & departure with GPS & Dash Camera; different points at <b>Cam Sur , Albay &amp; Sorsogon</b>	7,000.00	<b>₱28,000.00</b>
<b>Lot 3- Supplies &amp; Materials</b>			
4pcs	<b>Tarpaulin ( 8x5ft)</b>	1,000.00	4,000.00
4pack	<b>Laid board, A4 (white ) 2GSM 500pcs/pack</b>	1,650.00	6,600.00
4ream	<b>Bond paper, long substamce 20 (5reams/box)</b>	1,700.00	6,800.00
4ream	<b>Bond paper, short substamce 20 (5reams/box)</b>	1,700.00	6,800.00
4box	<b>Bond paper, A4 substamce 20 (5reams/box)</b>	1,650.00	6,600.00
250pcs	<b>Plastic expanding envelope, colored long with handle zipper , thick</b>	130.00	32,500.00
30box	<b>Ballpen, 0.7 Retractable, 12pcs/box, Blk</b>	200.00	6,000.00
250pcs	<b>Notebook, 80 leaves</b>	50.00	12,500.00
20pcs	<b>Certificate holder, A4 , Blue</b>	50.00	1,000.00
10pcs	<b>Correction Tape , 5mm x 12m</b>	40.00	400.00
4gallon	<b>Alcohol, Isoprophyl 70 % w/ moisturizer</b>	700.00	2,800.00
			<b>₱86,000.00</b>
	<b>GRAND TOTAL</b>		<b>₱ 485,500.00</b>

The agency intends to apply the amount Four Hundred Eighty Five Thousand Five Hundred Pesos Only (Php 485,500.00) 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.



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

As such , **Lot 1 - SONRISA FARM** , Magarao, Camarines Sur, **MAF COOP**, DA Compound, San Agustin, Pili, Cam. Sur, **JEANINE'S EATERY**, Pili, Cam. Sur, **Lot 2- TIERA DE IBALON**, Naga City, **BENMAR TRANSPORT EXPRESS**, Legazpi City, **AOL TRAVEL & TOURS**, Legaspi City, Albay , **Lot 3- ALLAN JUSTINE GENERAL MERCHANDISE** , Magarao, Cam. Sur, **RFK GENERAL MDSE.**, Pili, Camarines Sur, **ERIVAN GENERAL MDSE.**, Naga City, and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Menu (lot 1)

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 10:00AM of August 18, 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](mailto:bacrfo5@gmail.com).

August 11, 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>	<b>LOT 1-CATERING SERVICES, LOT 2- VAN RENTAL AND LOT 3- SUPPLIES AND MATERIALS FOR VARIOUS EXPENSES DURING THE BICOL ORGANIC AGRICULTURE CONGRESS 2023</b>
<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-Catering Services</b> <b>Day 0-</b> 2 snacks & Dinner <b>Day 2-</b> full board-breakfast, 2 snacks, lunch & dinner for 2 days <b>Day 3-</b> Breakfast		100 pax  170 pax  50 pax						
	<b>TOTAL LOT 1</b>								
	<b>Lot 2- Van Rental</b>  2 van/day for 2 days: arrival & departure with GPS & Dash Camera; different points at <b>Cam Sur , Albay &amp; Sorsogon</b>		2 units						
	<b>TOTAL LOT 2</b>								



<b>Lot 3- Supplies &amp; Materials</b>								
<b>Tarpaulin</b> ( 8x5ft)		4pcs						
<b>Laid board</b> , A4 (white )		4pack						
2GSM 500pcs/pack		4ream						
<b>Bond paper</b> , long substance 20 (5reams/box)		4ream						
<b>Bond paper</b> , short substance 20 (5reams/box)								
<b>Bond paper</b> , A4 substance 20 (5reams/box)		4box						
<b>Plastic expanding envelope</b> , colored long with handle zipper , thick		250pcs						
<b>Ballpen</b> , 0.7 Retractable,12 pcs/box, Blk		30box						
<b>Notebook</b> , 80 leaves		250pcs						
<b>Certificate holder</b> , A4 , Blue		20pcs						
<b>Correction Tape</b> , 5mm x 12m		10pcs						
<b>Alcohol</b> , Isoprophyl 70 % w/ moisturizer		4gallon						
<b>TOTAL LOT 3</b>								
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*in the capacity of*

Duly authorized to sign Bid for and on behalf of : \_\_\_\_\_



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



## 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;

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]*

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





## Menu



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### 14th BICOL ORGANIC AGRICULTURE CONGRESS

CBSUA Auditorium, San Jose, Pili, Camarines Sur

#### M E N U

MEAL	DAY 0 August 29, 2023	No. PAX	DAY 1 August 30, 2023	No. PAX	DAY 2 August 31, 2023	No. PAX	DAY 3 September 1, 2023	No. PAX
BREAKFAST			FRIED RICE		FRIED RICE		FRIED RICE	
			DAING NA ABO with FRIED TALONG		PORK TOCINO		DAING NA BANGUS	
			SUNNY SIDE-UP EGG		EGG OMELETTE ROLL WITH CHEESE		SUNNY SIDE-UP EGG	
			RIPED MANGO		BANANA		SLICED ORANGES	
			COFFEE, TEA & MILO		COFFEE, TEA & MILO		COFFEE, TEA & MILO	
AM SNACKS	PANSIT BATO with BREAD		SPECIAL NILUBAK		SPECIAL KALAMAYAT PICH-PICHI			
	ICED COLD LEMONGRASS JUICE		ICED COLD PASSION FRUIT JUICE		ICED COLD CUCUMBER PINEAPPLE JUICE			
LUNCH	STEAMED BROWN RICE		STEAMED PINK RICE		STEAMED BLACK RICE			
	BEEF BULALO		TINOLANG MANOK		MAIS AT HALAAN SOUP			
	GRILLED TUNA FISH		LUMPIANG SHANGHAI		CHEESY BAKED FISH WITH LEMON (EXCEPHY CREAM DORY)			
	MIXED VEGGIES		VEGETABLE KARE KARE		SEAFOOD CHOPSUEY			
	WATERMELON		CREAMY MANGO TAPIOCA		BUKO SALAD			
PM SNACKS	SUNUKMANI WITH DICED MANGO		SPECIAL GINATANG HALO-HALO		BANANA MUFFINS			
	ICED COLD ROSELLE JUICE		ICED COLD CUCUMBER PINEAPPLE JUICE		ICED COLD PASSION FRUIT JUICE			
DINNER	STEAMED RICE		STEAMED RICE		STEAMED RICE			
	CORDON BLU		BEEF BROCCOLI		LECHON KAWALI			
	KINUNOT		BICOL EXPRESS		BEEF STEAK			
	BUTTERED VEGGIES		LAING		PINANGAT			
	EGG DROP SOUP		SINIGANG NA SHRIMP		CREAM MUSHROOM			
	BANANA		TIRAMISU		WATERMELON			