



REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE OF CHUDS UNDER OAP 2023 AMOUNTING TO THIRTY NINE THOUSAND ONE HUNDRED FIFTY PESOS (PHP39,150.00) 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
	<u>OFFICE SUPPLIES</u>		
3 dozen	Expanding Folder (<i>Long</i>)	150.00	450.00
3 dozen	White Folder (<i>Long</i>)	70.00	210.00
3 dozen	Brown Envelope (<i>Long</i>), 25's	75.00	225.00
2 dozen	Brown Envelope (<i>Short</i>), 25's	50.00	100.00
24 ream	Coupon Bond (<i>A4</i>)	250.00	6,000.00
1 pc.	Paper Cutter B4 (12x15) size Metal/Wood Base	1,500.00	1,500.00
4 pcs.	Utility Paper Cutter <i>Heavy Duty with 10 pcs Spare Blades with safety lock</i>	120.00	480.00
10 pcs.	Correction Tape	35.00	350.00
12 pcs.	Highlighter/Marker, <i>assorted color</i>	45.00	540.00
2 pack	Colored Paper, Neon, 250's, Assorted Col.	300.00	600.00
5 pcs.	Glue, <i>small, 130g.</i>	70.00	350.00
5 pcs.	Ruler, <i>1ft, Metal</i>	50.00	250.00
10 boxes	Paper Fastener, Metal	50.00	500.00
5 boxes	Paper Fastener, Long, Plastic	150.00	750.00
5 pack	Photo Paper	120.00	600.00
5 boxes	Pencil, No. 2, 12's	120.00	600.00
4 dozen	Expanding Envelope (<i>Long</i>)	180.00	720.00
5 boxes	Push Pin	35.00	175.00
3 pcs.	Pencil Sharpener	380.00	1,140.00
150 sheet	Manila Paper	8.00	1,200.00
5 boxes	Rubber Bands	185.00	925.00
10 pcs.	Record Book	120.00	1,200.00
20 pad	Post It Note, 3 X 4	120.00	2,400.00
1 box	Sign Pen, .5, <i>black, 12's</i>	550.00	550.00
2 pack	Sticker Paper	120.00	240.00
6 pcs.	Tape, Scotch, 2'	60.00	360.00
5 pcs.	Tape, Masking, 2'	55.00	275.00
5 box	Binder Clip, Large, <i>51mm, 12's</i>	160.00	800.00
5 pcs.	Scissor, Hd	75.00	375.00
5 box	Staple Wire #35	45.00	225.00
5 pcs.	Stapler, Big, with remover	135.00	675.00
24 pcs.	Notebook, Academe, 80lvs.	60.00	1,440.00
5 box	Binder Clip, Medium, <i>25mm, 12's</i>	120.00	600.00
1 box	Mailing Envelope, (<i>Long</i>), <i>500's</i>	345.00	345.00
2 canister	Ballpen, <i>ordinary, 50's</i>	250.00	500.00
10 pcs.	Molar Box/Starfile Storage Box	400.00	4,000.00
			₱31,650.00
	<u>Other Supplies</u>		
5 pack	Tissue Paper, <i>12 Rolls/2ply</i>	180.00	900.00
5 liters	Dishwashing Liquid	100.00	500.00



5 bot.	Multi-surface Cleaner/Disinfectant, 1000ml/bot.	300.00	1,500.00
5 gal.	Disinfecting Bleach, 4L	250.00	1,250.00
8 pcs.	Ethyl Alcohol, (500 ml)	200.00	1,600.00
5 kls.	Detergent Powder, 2kg	350.00	1,750.00
			₱7,500.00
		Total	₱39,150.00

The agency intends to apply the amount of Thirty Nine Thousand One Hundred Fifty Pesos (Php 39,150.00) 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, JOZA ENTERPRISES, Concepcion, Virac, Catanduanes, **CENTURY FAMILY MALL**, Sta. Elena, Virac, Catanduanes, **PAPER PALACE ENTERPRISES**, San Juan, Virac, Catanduanes, 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

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.

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

Name of Project:	SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE OF CHUDS UNDER OAP 2023
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)
	<u>Office Supplies:</u>								
	Expanding Folder (<i>Long</i>)		3 dozen						
	White Folder (<i>Long</i>)		3 dozen						
	Brown Envelope (<i>Long</i>), 25's		3 dozen						
	Brown Envelope (<i>Short</i>), 25's		2 dozen						
	Coupon Bond (<i>A4</i>)		24 ream						
	Paper Cutter B4 (12x15) size Metal/Wood Base		1 pc.						
	Utility Paper Cutter <i>Heavy</i> <i>Duty with 10 pcs Spare</i> <i>Blades with safety lock</i>		4 pcs.						
	Correction Tape		10 pcs.						
	Highlighter/Marker, <i>assorted</i> <i>color</i>		12 pcs.						
	Colored Paper, Neon, 250's, assorted		2 pack						
	Glue, small, 130g		5 pcs.						
	Ruler, 1ft, Metal		5 pcs.						
	Paper Fastener, Metal		10 boxes						



Paper Fastener, Long, Plastic	5 boxes							
Photo Paper	5 pack							
Pencil, No. 2, 12's	5 boxes							
Expanding Envelope (<i>Long</i>)	4 dozen							
Push Pin	5 boxes							
Pencil Sharpener	3 pcs.							
Manila Paper	150 sheet							
Rubber Bands	5 boxes							
Record Book	10 pcs.							
Post It Note, 3 X 4	20 pad							
Sign Pen, .5, black, 12's	1 box							
Sticker Paper	2 pack							
Tape, Scotch, 2'	6 pcs.							
Tape, Masking, 2'	5 pcs.							
Binder Clip, Large, 51mm, 12's	5 box							
Scissor, Hd	5 pcs.							
Staple Wire #35	5 box							
Stapler, Big, with remover	5 pcs.							
Notebook, Academe, 80lvs.	24 pcs.							
Binder Clip, Medium, 25mm, 12's	5 box							
Mailing Envelope, (<i>Long</i>), 500's	1 box							
Ballpen, <i>ordinary</i> , 50's	2 canister							
Molar Box/Starfile Storage Box	10 pcs.							
<u>Other Supplies</u>								
Tissue Paper, 12 Rolls/2ply	5 pack							
Dishwashing Liquid	5 liters							
Multi-surface Cleaner/Disinfectant, 1000ml/bot.	5 bot.							
Disinfecting Bleach, 4L	5 gal.							
Ethyl Alcohol, (500 ml)	8 pcs.							
Detergent Powder, 2kg	5 kls							
TOTAL								

 Signature

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

 in the capacity of



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



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]

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



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