



**REQUEST TO SUBMIT PROPOSAL/QUOTATION FOR SUPPLY AND DELIVERY OF LOT 1- AGRICULTURAL AND OTHER SUPPLIES AND LOT 2- OFFICE SUPPLIES FOR USE AT OA R & D CENTER, DA RFO 5 UNDER OAP 2023 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FORTY THREE THOUSAND SEVENTY PESOS (P143,070.00) 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 bidders/contractors to submit complete bid quotation for the:

QTY	PARTICULARS	UNIT COST	TOTAL COST
<b>Lot 1- AGRICULTURAL AND OTHER SUPPLIES</b>			
36 L	Molasses	115.00	4,140.00
150 pcs	Sack, new- 50 kg capacity, HDPE Woven Laminated Sack	25.00	3,750.00
15kg	Nylon #300 for grasscutter	500.00	7,500.00
100bag	Garden soil (50kg/bag)	350.00	35,000.00
50pcs	Plant Net Mesh Bag Fruit Protection Against Insect Pest (large) with string	7.00	350.00
100kg	Plastic cellophane (for compost; clear; 30 to 35kls)	6.00	600.00
	PP plastic poly bag thick 100 pcs/pack: (for packing seeds)		
50 pack	-4x6"	31.00	1,550.00
50 pack	-6x8"	47.00	2,350.00
50 pack	-8x12"	94.00	4,700.00
			<b>₱59,940.00</b>
	<b><u>Other Supplies</u></b>		
10 roll	hog wire 9 holes,47" high and 40 yards	1,350.00	13,500.00
5 pcs	Carborundum grindstone, 8"	220.00	1,100.00
3 pair	Rainboots for men, heavy duty, size 10	600.00	1,800.00
4 pair	Rainboots for men, heavy duty, size 8	600.00	2,400.00
7 pcs	Raincoat with hood,pants reflectorize high quality one size fits all-Extra large	300.00	2,100.00
5 roll	canvass/katsa cloth	1,000.00	5,000.00
25 kg	tie wire #18	88.00	2,200.00
	plastic sando bag thick white 100pcs/pack		
50 pack	-medium	55.00	2,750.00
50 pack	-large	90.00	4,500.00
			<b>₱ 35,350.00</b>
<b>TOTAL LOT 1</b>			<b>₱95,290.00</b>



QTY	PARTICULARS	UNIT COST	TOTAL COST
<b>Lot 2- OFFICE SUPPLIES</b>			
15 Box	bond paper, A4(substance 200)	1,250.00	18,750.00
10 Box	bond paper, Long (substance 200)	1,300.00	13,000.00
5 Box	Sign pen, 0.5 mm ball, Liquid gel, blue	400.00	2,000.00
6 Pcs	Frixion pen 0.50mm, blue	120.00	720.00
50 pcs	Enveloped, expanding, long, w/ garter, green	30.00	1,500.00
101 pcs	Folder,expanding, A4, green	15.00	1,515.00
100 pcs	Folder, expanding, long, green	20.00	2,000.00
31pcs	Correction tape	20.00	620.00
2box	Pencil # 2	100.00	200.00
10pads	Sticky notes (assorted color)	40.00	400.00
15pcs	Record book 200 pages	100.00	1,500.00
7rolls	Tape, double sided 2"	220.00	1,540.00
5rolls	Tape, masking 2"	45.00	225.00
6pcs	scissors,heavy duty, medium size	50.00	300.00
2pcs	stamp pad	70.00	140.00
10box	staple wire, 26/5 ,5000pcs/box	60.00	600.00
5pcs	staple remover, heavy duty	30.00	150.00
10box	Paper fastener long, 8.5 inches, 50 sets/box green	62.00	620.00
10box	Paper fastener long, 8.5 inches, 50 sets/box green	200.00	2,000.00
<b>TOTAL LOT 2</b>			<b>₱ 47,780.00</b>
<b>GRAND TOTAL</b>			<b>₱ 143,070.00</b>

The agency intends to apply the amount of One Hundred Forty Three Thousand Seventy Pesos (Php143,070.00) 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 , GMG AGRI FARM PRODUCTS, #541 Brgy.Bilog-Bilog,Tanauan City, Batangas, RFK GENERAL MERCHANDISE, Pili, Camarines Sur , GUKENZA FARM, Minalabac, Camarines Sur 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



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

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 1:00PM of September 4, 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 **1:30 PM** 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 23, 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>SUPPLY AND DELIVERY OF LO 1- AGRICULTURAL AND OTHER SUPPLIES AND LOT 2- OFFICE SUPPLIES FOR USE AT OA R &amp; D CENTER, DA RFO 5 UNDER OAP 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- AGRICULTURAL AND OTHER SUPPLIES</b>								
	Molasses		36 L						
	Sack, new- 50 kg capacity, HDPE Woven Laminated Sack		150 pcs						
	Nylon #300 for grasscutter		15 kg						
	Garden soil (50kg/bag)		100 bag						
	Plant Net Mesh Bag Fruit Protection Against Insect Pest (large) with string		50 pcs						
	Plastic cellophane (for compost; clear; 30 to 35kls)		100 pcs						
	PP plastic poly bag thick 100 pcs/pack: (for packing seeds)								



-4x6"		50 pack						
-6x8"		50 pack						
-8x12"		50 pack						
<b><u>Other Supplies</u></b>								
hog wire 9 holes,47" high and 40 yards		10 roll						
Carborundum grindstone, 8"		5 roll						
Rainboots for men, heavy duty, size 10		3 pair						
Rainboots for men, heavy duty, size 8		4 pair						
Raincoat with hood,pants reflectorize high quality one size fits all-Extra large		7 pcs						
canvass/katsa cloth		5 roll						
tie wire #18		25 kg						
plastic sando bag thick white 100pcs/pack								
-medium		50 pack						
-large		50 pack						
<b>TOTAL LOT 1</b>								



<b>Lot 2- OFFICE SUPPLIES</b>								
bond paper, A4(substance 200)		15 Box						
bond paper, Long (substance 200)		10 Box						
Sign pen, 0.5 mm ball, Liquid gel, blue		5 Box						
Frixion pen 0.50mm, blue		6 Pcs						
Enveloped, expanding, long, w/ garter, green		50 pcs						
Folder,expanding, A4, green		101 pcs						
Folder, expanding, long, green		100 pcs						
Correction tape		31pcs						
Pencil # 2		2box						
Sticky notes (assorted color)		10pads						
Record book 200 pages		15pcs						
Tape, double sided 2"		7rolls						
Tape, masking 2"		5rolls						
scissors,heavy duty, medium size		6pcs						
stamp pad		2pcs						
staple wire, 26/5 ,5000pcs/box		10box						
staple remover, heavy duty		5pcs						
Paper fastener long, 8.5 inches, 50 sets/box green		10box						
Paper fastener long, 8.5 inches, 50 sets/box green		10box						
<b>TOTAL LOT 2</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]*

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]*

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