



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

**REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR CATERING SERVICES, VAN RENTAL, SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER SUPPLIES UNDER 2023 CORN PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SIX HUNDRED TWENTY-NINE THOUSAND SEVEN HUNDRED FIFTY PESOS (PHP 629,750.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

	<b>Particulars</b>	<b>ABC</b>
Lot 1	Catering Services	159,950.00
Lot 2	Van Rental	200,000.00
Lot 3	Office and Other Supplies	269,800.00
	<b>TOTAL</b>	<b>629,750.00</b>

The agency intends to apply the amount of **SIX HUNDRED TWENTY-NINE THOUSAND SEVEN HUNDRED FIFTY PESOS (PHP 629,750.00)** 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: **Lot 1-JEANINE'S EATERY**, San Agustin, Pili, Camarines Sur; **MULTI-AGRI-FOREST AND COMMUNITY DEVELOPMENT COOPERATIVE**, DA Compound, San Agustin Pili, Camarines Sur; **CAMSUR MULTI-PURPOSE COOPERATIVE**, Zone 4, Cadlan, Pili, Camarines Sur;

**Lot 2- AOL TRAVEL & TOURS**, Guadalupe St., Buraguis, Legazpi City; **DIOSA KOBI TRAVEL & TOURS INC.**, Pili, Camarines Sur; **BENMAR TRAVEL & TOURS**, Sagmin, Old Albay, Legazpi City;

**Lot 3- RFK GENERAL MERCHANDISE**, San Vicente, Pili, Camarines Sur; **PILI SCHOOL SUPPLIES**, Pili, Camarines Sur; **J-ONE SCHOOL & OFFICE SUPPLIES**, Pili, Camarines Sur and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Menu (Lot 1)
7. Picture/Brochure (Lot 3)

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php 500.00)** 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 A4 size bond paper, 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.



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**Sealed Bid must be received by BAC Secretariat not later than 1:00 in the afternoon of 26 June 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).

June 21, 2023 San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
Chief, Integrated Laboratory Division  
BAC Chairperson



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**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)

\_\_\_\_\_  
(Address and Telephone No.)

\_\_\_\_\_  
Date of Bidding



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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:]



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[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



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[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 the Project: **CATERING SERVICES, VAN RENTAL, SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER SUPPLIES UNDER 2023 CORN PROGRAM**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Lot	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	<b>Catering Services (DA RFO 5)</b> -2 snacks and 1 Lunch -350.00 per pax		457 pax						
2	<b>Van Rental</b>								
	-DA RFO 5 to points in Cam. Sur and V.V -6,000.00 per unit		9 units						
	-DA RFO 5 to points in Cam. Norte/Albay/Sorsogon and V.V -8,000.00 per unit		12 units						
	-DA RFO 5 to points in Masbate and V.V -10,000.00 per unit		5 units						
3	<b>Office Supplies and Other Supplies</b>								
	Book paper s20, A4		500 reams						
	Book paper s20, Long		10 reams						
	Marker nonpermanent, bullet type, black		40 pcs.						
	Masking Tape 1 inch, 6 pcs. /pack		30 packs						
	Scissors stainless steel, HD		30 pcs.						



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Staple with staple wire remover, assorted color	10 pcs.							
Crayons 16 pcs./box	30 boxes							
Manila Paper	30 pcs.							
Cartolina assorted color	40 pcs.							
Retractable Ballpen Black	1,050 pcs.							
Notebook, 50 leaves	200 pcs.							
Vellum Board Paper, green, short size	4 boxes							
Storage Box w/wheels,120L	15 pcs.							
Alcohol 70%, 500 ml	50 btls.							
Bathroom Tissue, 2 ply, 12 rolls/pack	100 pack							
Mug	45 pcs.							
Saucer	45 pcs.							
Spoon	80 pcs.							
Fork	80 pcs.							
Food Container/Tupperware, 10 pcs. per pack	20 packs							
Liquid Hand Soap, pump, 1 liter	100 btls.							
Dishwashing Liquid, 1liter	100 btls.							
Knee Length Farm Boots	10 pairs							
Rain Coat, Heavy Duty, Overall	20 pcs.							
Polo Shirt, embroidered DA Logo, Cotton	50 pcs.							
T-shirt with Logo	50 pcs.							
Scrub Sponge	50 pcs.							
Garbage Bag, thick, small, 152 pcs./roll	20 rolls							
Garbage Bag, thick, large, 152 pcs./roll	20 rolls							
Extension Wire, universal socket, heavy duty	5 pcs.							
								<b>TOTAL</b>

Name: \_\_\_\_\_





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Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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