



**REQUEST TO SUBMIT PROPOSAL FOR CATERING SERVICES AND VAN RENTAL FOR THE CONDUCT OF VARIOUS TRAININGS AND MEETINGS OF AMIA PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED ELEVEN THOUSAND SIX HUNDRED EIGHTY PESOS (PHP711,680.00) 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
<b>LOT 1 - CATERING SERVICES INCAMARINES SUR (DA RFO 5)</b>			
➤ Various Meetings in the AMIA Villages			
<b>35 pax</b>	Meals (2 Snacks & Lunch) for <b>6 days</b>	355/pax/day	₱74,550.00
<b>31 pax</b>	Meals (2 Snacks & Lunch) for <b>1 day</b>	355/pax/day	11,005.00
<b>30 pax</b>	Meals (2 Snacks & Lunch) for <b>12 days</b>	355/pax/day	127,800.00
➤ Various Trainings in the AMIA Village			
<b>35 pax</b>	Meals (2 Snacks & Lunch) for <b>11 days</b>	355/pax/day	136,675.00
<b>30 pax</b>	Meals (2 Snacks & Lunch) for <b>2 days</b>	355/pax/day	21,300.00
<b>Sub-total (Lot 1)</b>			<b>₱371,330.00</b>
<b>LOT 2 - CATERING SERVICES INCATANDUANES</b>			
➤ Various Meetings in the AMIA Villages			
<b>35 pax</b>	Meals (2 Snacks & Lunch) for <b>3 days</b>	355/pax/day	₱37,275.00
<b>30 pax</b>	Meals (2 Snacks & Lunch) for <b>4 days</b>	355/pax/day	42,600.00
<b>Sub-total (Lot 2)</b>			<b>₱79,875.00</b>
<b>LOT 3 - CATERING SERVICES INCAMARINES NORTE</b>			
➤ Various Trainings in the AMIA Village			
<b>30 pax</b>	Meals (2 Snacks & Lunch) for <b>6 days</b>	355/pax/day	₱63,900.00
<b>Sub-total (Lot 3)</b>			<b>₱63,900.00</b>
<b>LOT 4 - CATERING SERVICES MASBATE</b>			
➤ Various Trainings in the AMIA Village			
<b>35 pax</b>	Meals (2 Snacks & Lunch) for <b>3 days</b>	355/pax/day	₱37,275.00
<b>30 pax</b>	Meals (2 Snacks & Lunch) for <b>2 days</b>	355/pax/day	21,300.00
<b>Sub-total (Lot 4)</b>			<b>₱58,575.00</b>
<b>LOT 5 - VAN RENTAL (September to November 2023)</b>			
<b>1 unit</b>	OS - Albay - OS for <b>9 days</b>	6,000/unit/day	₱54,000.00
<b>1 unit</b>	OS - Sorsogon - OS for <b>8 days</b>	7,000/unit/day	56,000.00
<b>1 unit</b>	OS - Camarines Norte - OS for <b>4 days</b>	7,000/unit/day	28,000.00
<b>Sub-total (Lot 5)</b>			<b>₱138,000.00</b>
<b>GRAND TOTAL</b>			<b>₱711,680.00</b>

For the conduct of various trainings and meetings of AMIA Program. The agency intends to apply the amount *Seven Hundred Eleven Thousand Six Hundred Eighty Pesos (Php711,680.00)* as the Approved Budget for the Contract.



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

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**, Pili, Camarines Sur; **MACAGANG BUSINESS CENTER, INC**, Nabua, Camarines Sur; **CAMSUR MULTI-PURPOSE COOPERATIVE**, Pili, Camarines Sur; **LOT 2: RAKDELL INN**, Virac, Catanduanes; **RHAJ INN**, Virac, Catanduanes; **QUEEN MARICEL INN**, Virac, Catanduanes; **LOT 3: NONOY'S FOOD HAUS**, Daet, Camarines Norte; **TIN-TIN APARTELLE**, Daet, Camarines Norte; **NATHANIEL HOTEL**, Daet, Camarines Norte; **LOT 4: B@M'S RESTO BAR & CATERING SERVICES**, Masbate City, Masbate; **UNICA HIJA HOTEL & RESORT**, Masbate City, Masbate; **KIMGIE STEAK HAUS & CATERING SERVICES**, Masbate City, Masbate; **LOT 5: AOL TRAVEL & TOURS**, Legazpi City, Albay; **DIOSA KOBI TRAVEL & TOURS**, Pili, Camarines Sur; **BENMAR TRANSPORT EXPRESS**, Legazpi City, Albay; and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Menu (see end-user's preferred menu)

The bidders are required to pay the non-refundable amount of Five Hundred Pesos (Php500.00) if per lot and One Thousand Pesos (Php1,000.00) 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 1:00 in the afternoon of 04 September 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 1:30PM 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 25, 2023, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
Chief, Integrated Laboratory Division  
Chairperson, Bids and Awards Committee

## MENU

<b>DA RFO 5</b>			
<b>DATE</b>	<b>AM SNACK</b>	<b>LUNCH</b>	<b>PM SNACK</b>
Day 1	Sotanghon Guisado	Rice	Banana Cake
	Kutsinta	Beef Terriyaki	C2 Solo
	Quench	Curried Vegetable	
		Water	
Day 2		Fruits	
	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
	Quench	Lumpiang Shanghai	
Day 3		Water	
		Banana	
	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
Day 4	Quench	Lumpiang Shanghai	
		Water	
		Banana	
	Bihon Guisado	Rice	Banana Cake
Day 5	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	
	Bihon Guisado	Rice	Banana Cake
Day 6	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	
	Pancit Palabok	Sinigang na Baboy	Turon w/ langka
Day 7	Iced Tea	Vegetable Casserole	Dalandan Juice
		Rice	
		Mango Lechetin	
	Pancit Palabok	Sinigang na Baboy	Turon w/ langka
Day 8	Iced Tea	Vegetable Casserole	Dalandan Juice
		Rice	
		Mango Lechetin	
	Spaghetti	Rice	Ensaymada
Day 9	Siopao	Liempo	C2 Solo
	Mineral water	Vegetable Salad	
		Iced Tea	
	Carbonara	Rice	Pansit Guisado
Day 10	Pineapple juice	Chopsuey	Orange Juice
		Coke	
	Sotanghon	Rice	Banana cake
	Hot Chocolate drink	Menudo	C2 juice

		Juice	
Day 11	Pancit	Rice	Buko pie
	Mineral Water	Lumpia	Coke
		Laing	
		Leche Flan	
Day 12		Juice	
	Baked macaroni	Rice	Pancit Guisado
	Kutsinta	Fried Bangus	Orange Juice
	Iced Tea	Buko salad	
Day 13		Coke	
	Spaghetti	Rice	Banana cue
	Pineapple Juice	Pork Igado	C2 Solo
Day 14		Juice	
	Cheese Cake	Chopsuey Guisado	Steamed Siopao
	C2	Breaded Fish Fillet w/Dip	Pineapple Juice
Day 15		Steamed Rice	
	Maja Blanca	Roasted Chicken	Baduya Toasted
	Orange Juice	Grilled Liempo	Iced Tea
Day 16		Steamed Rice	
	Banana Cake	Shanghai Rolls (4s)	Toasted Siopao
	Iced tae	Asstd. Vegies w/ Quail Eggs	Coke
Day 17		Steamed Rice	
	Mocha Cake	Rice	Ginataang Halo-halo
	Four seasons Juice	Pinangat	Iced tea
Day 18		Leche Flan	
	Spaghetti	Rice	Siopao
	Pineapple Juice	Adobo	Orange juice
Day 19		Mineral Water	
	Toast bread	Rice	Maja Blanca
	Carbonara	Fried Tuna	Pineapple Juice
		Gelatin	

**CATANDUANES**

<b>DATE</b>	<b>AM SNACK</b>	<b>LUNCH</b>	<b>PM SNACK</b>
DAY 1	Sotanghon Guisado	Rice	Banana Cake
	Kutsinta	Beef Terriyaki	C2 Solo
	Quench	Curried Vegetable	
		Water	
		Fruits	
DAY 2	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
	Quench	Lumpiang Shanghai	
		Water	
		Banana	
DAY 3	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
	Quench	Lumpiang Shanghai	
		Water	
		Banana	
DAY 4	Bihon Guisado	Rice	Banana Cake
	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	
DAY 5	Bihon Guisado	Rice	Banana Cake
	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	
DAY 6	Pancit Palabok	Sinigang na Baboy	Turon w/ langka
	Iced Tea	Vegetable Casserole	Dalandan Juice
		Rice	
		Mango Lechetin	
DAY 7	Pancit Palabok	Sinigang na Baboy	Turon w/ langka
	Iced Tea	Vegetable Casserole	Dalandan Juice
		Rice	
		Mango Lechetin	

**CAMARINES NORTE**

Day 1	Cheese Cake	Chopsuey Guisado	Steamed Siopao
	C2	Breaded Fish Fillet w/Dip	Pineapple Juice
		Steamed Rice	
Day 1	Maja Blanca	Roasted Chicken	Baduya Toasted
	Orange Juice	Grilled Liempo	Iced Tea
		Steamed Rice	
Day 2	Banana Cake	Shanghai Rolls (4s)	Toasted Siopao
	Iced tea	Asstd. Veggies w/ Quail	Coke

		Eggs	
		Steamed Rice	
Day 3	Mocha Cake	Rice	Ginataang Halo-halo
	Four seasons Juice	Pinangat	Iced tea
		Leche Flan	
Day 4	Spaghetti	Rice	Siopao
	Pineapple Juice	Adobo	Orange juice
		Mineral Water	
Day 5	Toast bread	Rice	Maja Blanca
	Carbonara	Fried Tuna	Pineapple Juice
		Gelatin	
<b>MASBATE</b>			
DAY 1	Sotanghon Guisado	Rice	Banana Cake
	Kutsinta	Beef Terriyaki	C2 Solo
	Quench	Curried Vegetable	
		Water	
		Fruits	
DAY 2	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
	Quench	Lumpiang Shanghai	
		Water	
		Banana	
DAY 3	Baked Macaroni	Rice	Ham & Cheese
	Cheese Puto	Chicken Curry	C2 Solo
	Quench	Lumpiang Shanghai	
		Water	
		Banana	
DAY 4	Bihon Guisado	Rice	Banana Cake
	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	
DAY 5	Bihon Guisado	Rice	Banana Cake
	Iced Tea	Pinakbet	Orange juice
		Inihaw na Porkchop	
		Fruity Gelatin	

**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]

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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 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: **CATERING SERVICES AND VAN RENTAL FOR THE CONDUCT OF VARIOUS TRAININGS AND MEETINGS OF AMIA PROGRAM**

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	<b>LOT 1 - CATERING SERVICES INCAMARINES SUR (DA RFO 5)</b>									
	➤ Various Meetings in the AMIA Villages									
	Meals (2 Snacks & Lunch) for <b>6 days</b>			<b>35 pax</b>						
	Meals (2 Snacks & Lunch) for <b>1 day</b>			<b>31 pax</b>						
	Meals (2 Snacks & Lunch) for <b>12 days</b>			<b>30 pax</b>						
	➤ Various Trainings in the AMIA Village									
	Meals (2 Snacks & Lunch) for <b>11 days</b>			<b>35 pax</b>						
Meals (2 Snacks & Lunch) for <b>2 days</b>			<b>30 pax</b>							
								<b>Sub-total (Lot 1)</b>		
2	<b>LOT 2 - CATERING SERVICES INCATANDUANES</b>									
	➤ Various Meetings in the AMIA Villages									
	Meals (2 Snacks & Lunch) for <b>3 days</b>			<b>35 pax</b>						
	Meals (2 Snacks & Lunch) for <b>4 days</b>			<b>30 pax</b>						
								<b>Sub-total (Lot 2)</b>		
3	<b>LOT 3 - CATERING SERVICES INCAMARINES NORTE</b>									
	➤ Various Trainings in the AMIA Village									
	Meals (2 Snacks & Lunch) for <b>6 days</b>			<b>30 pax</b>						
								<b>Sub-total (Lot 3)</b>		

**For Goods Offered from Within the Philippines**

Name of Project: **CATERING SERVICES AND VAN RENTAL FOR THE CONDUCT OF VARIOUS TRAININGS AND MEETINGS OF AMIA PROGRAM**

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)
4	<b>LOT 4 – CATERING SERVICES MASBATE</b>								
	➤ Various Trainings in the AMIA Village								
	Meals (2 Snacks & Lunch) for <b>3 days</b>		<b>35 pax</b>						
	Meals (2 Snacks & Lunch) for <b>2 days</b>		<b>30 pax</b>						
								<b>Sub-total (Lot 4)</b>	
5	<b>LOT 5 – VAN RENTAL (September to November 2023)</b>								
	OS – Albay – OS for <b>9 days</b>		<b>1 unit</b>						
	OS – Sorsogon – OS for <b>8 days</b>		<b>1 unit</b>						
	OS – Camarines Norte – OS for <b>4 days</b>		<b>1 unit</b>						
								<b>Sub-total (Lot 5)</b>	
								<b>GRAND TOTAL</b>	

NOTE: (Lot 1-4 only)

- Food should be available anytime even on short notice.
- Food should not spoil easily.

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

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

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

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