



**REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE AT OFFICE OF THE REGIONAL DIRECTOR (ORED) AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED THOUSAND ONE HUNDRED SEVENTY PESOS (PHP100,170.00) 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 - OFFICE SUPPLIES</b> |  |            |                   |
| 10 bxs                         | Book paper, S-20, A4 (5 rms/box)       | 1,400/box  | ₱14,000.00        |
| 7 bxs                          | Bond paper, S-20, Long size            | 1,500/box  | 10,500.00         |
| 10 bxs                         | Ballpen, 0.5mm ball needle point, blue | 960/box    | 9,600.00          |
| 10 bxs                         | Sign pen, gel, 1.0mm, black            | 1,560/box  | 15,600.00         |
| 5 bxs                          | Sign pen, 1.0mm, green                 | 780/box    | 3,900.00          |
| 10 bots                        | Trodat Ink, black                      | 60/bot     | 600.00            |
| 6 doz                          | Expanding Folder, green, long          | 300/doz    | 1,800.00          |
| 6 doz                          | Expanding Folder, brown, long          | 300/doz    | 1,800.00          |
| 6 doz                          | Expanding Envelope, brown, long        | 300/doz    | 1,800.00          |
| 5 bxs                          | Highlighter, assorted color            | 420/box    | 2,100.00          |
| 10 pcs                         | Scotch Tape 1"                         | 50/pc      | 500.00            |
| 10 pcs                         | Masking Tape 1"                        | 35/pc      | 350.00            |
| 10 pcs                         | Record Book, junior size               | 155/pc     | 1,550.00          |
| 3 bxs                          | Stapler with remover, HD               | 400/box    | 1,200.00          |
| 6 bxs                          | Staple Wire, No. 35                    | 350/box    | 2,100.00          |
| 20 pcs                         | Correction Tape                        | 40/pc      | 800.00            |
| 20 pcs                         | Post it notes, 3x3, with lines         | 39/pc      | 780.00            |
| 15 pcs                         | Post it note, 3x3, plain               | 30/pc      | 450.00            |
| 10 pcs                         | Plastic File Folder, 2D                | 160/pc     | 1,600.00          |
| 10 packs                       | Photo paper, A4, glossy                | 210/pack   | 2,100.00          |
| <b>Sub-total (Lot 1)</b>       |  |            | <b>₱73,130.00</b> |
| <b>LOT 2 - ICT SUPPLIES</b>    |  |            |                   |
| 7 pcs                          | EPSON Ink for L3110, Black 003         | 300/pc     | 2,100.00          |
| 10 pcs                         | EPSON Ink for L3110, Cyan 003          | 300/pc     | 3,000.00          |
| 10 pcs                         | EPSON Ink for L3110, Magenta 003       | 300/pc     | 3,000.00          |
| 10 pcs                         | EPSON Ink for L3110, Yellow 003        | 300/pc     | 3,000.00          |
| 5 pcs                          | Canon Ink, 811, colored                | 1,120/pc   | 5,600.00          |
| 5 pcs                          | Canon Ink, 810, black                  | 990/pc     | 4,950.00          |
| <b>Sub-total (Lot 2)</b>       |  |            | <b>₱21,650.00</b> |
| <b>LOT 3 - OTHER SUPPLIES</b>  |  |            |                   |
| 6 doz                          | Tissue Paper Roll, 2-ply               | 350/doz    | 2,100.00          |
| 10 pcs                         | Paper Towel                            | 50/pc      | 500.00            |
| 3 pcs                          | Tissue Holder                          | 150/pc     | 450.00            |
| 3 kls                          | Detergent Powder, 1 kg                 | 240/kilo   | 720.00            |
| 6 bots                         | Dishwashing Liquid                     | 195/bottle | 1,170.00          |



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

|                          |              |       |                    |
|--------------------------|--------------|-------|--------------------|
| <b>10 pcs</b>            | Scrub sponge | 45/pc | 450.00             |
| <b>Sub-total (Lot 3)</b> |              |       | <b>₱5,390.00</b>   |
| <b>TOTAL</b>             |              |       | <b>₱100,170.00</b> |

For use at ORED. The agency intends to apply the amount **One Hundred Thousand One Hundred Seventy Pesos (Php100,170.00)** 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, **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur; **PILI SCHOOL & OFFICE SUPPLY**, Pili, Camarines Sur; **4GS OFFICE SUPPLY & EQUIPMENT TRADING**, Bula, Camarines Sur; 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. Picture or Brochure

The bidders are required to pay the non-refundable amount of Five Hundred Pesos (Php500.00) 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 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 30, 2023 San Agustin, Pili, Camarines Sur.

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

**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: **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE AT OFFICE OF THE REGIONAL DIRECTOR (ORED)**

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 - OFFICE SUPPLIES</b>         |                   |                |                         |   |  |  |                                     |   |
|      | Book paper, S-20, A4 (5 rms/box)       |                   | <b>10 bxs</b>  |                         |   |  |  |                                     |   |
|      | Bond paper, S-20, Long size            |                   | <b>7 bxs</b>   |                         |   |  |  |                                     |   |
|      | Ballpen, 0.5mm ball needle point, blue |                   | <b>10 bxs</b>  |                         |   |  |  |                                     |   |
|      | Sign pen, gel, 1.0mm, black            |                   | <b>10 bxs</b>  |                         |   |  |  |                                     |   |
|      | Sign pen, 1.0mm, green                 |                   | <b>5 bxs</b>   |                         |   |  |  |                                     |   |
|      | Trodat Ink, black                      |                   | <b>10 bots</b> |                         |   |  |  |                                     |   |
|      | Expanding Folder, green, long          |                   | <b>6 doz</b>   |                         |   |  |  |                                     |   |
|      | Expanding Folder, brown, long          |                   | <b>6 doz</b>   |                         |   |  |  |                                     |   |
|      | Expanding Envelope, brown, long        |                   | <b>6 doz</b>   |                         |   |  |  |                                     |   |
|      | Highlighter, assorted color            |                   | <b>5 bxs</b>   |                         |   |  |  |                                     |   |
|      | Scotch Tape 1"                         |                   | <b>10 pcs</b>  |                         |   |  |  |                                     |   |
|      | Masking Tape 1"                        |                   | <b>10 pcs</b>  |                         |   |  |  |                                     |   |
|      | Record Book, junior size               |                   | <b>10 pcs</b>  |                         |   |  |  |                                     |   |
|      | Stapler with remover, HD               |                   | <b>3 bxs</b>   |                         |   |  |  |                                     |   |
|      | Staple Wire, No. 35                    |                   | <b>6 bxs</b>   |                         |   |  |  |                                     |   |
|      | Correction Tape                        |                   | <b>20 pcs</b>  |                         |   |  |  |                                     |   |

**For Goods Offered from Within the Philippines**

Name of Project: **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE AT OFFICE OF THE REGIONAL DIRECTOR (ORED)**

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) |
|                          | Post it notes, 3x3, with lines   |                   | <b>20 pcs</b>   |                         |   |  |  |                                     |   |
|                          | Post it note, 3x3, plain         |                   | <b>15 pcs</b>   |                         |   |  |  |                                     |   |
|                          | Plastic File Folder, 2D          |                   | <b>10 pcs</b>   |                         |   |  |  |                                     |   |
|                          | Photo paper, A4, glossy          |                   | <b>10 packs</b> |                         |   |  |  |                                     |   |
| <b>Sub-total (Lot 1)</b> |                                  |                   |                 |                         |   |  |  |                                     |   |
| <b>2</b>                 | <b>LOT 2 - ICT SUPPLIES</b>      |                   |                 |                         |   |  |  |                                     |   |
|                          | EPSON Ink for L3110, Black 003   |                   | <b>7 pcs</b>    |                         |   |  |  |                                     |   |
|                          | EPSON Ink for L3110, Cyan 003    |                   | <b>10 pcs</b>   |                         |   |  |  |                                     |   |
|                          | EPSON Ink for L3110, Magenta 003 |                   | <b>10 pcs</b>   |                         |   |  |  |                                     |   |
|                          | EPSON Ink for L3110, Yellow 003  |                   | <b>10 pcs</b>   |                         |   |  |  |                                     |   |
|                          | Canon Ink, 811, colored          |                   | <b>5 pcs</b>    |                         |   |  |  |                                     |   |
|                          | Canon Ink, 810, black            |                   | <b>5 pcs</b>    |                         |   |  |  |                                     |   |
| <b>Sub-total (Lot 2)</b> |                                  |                   |                 |                         |   |  |  |                                     |   |
| <b>3</b>                 | <b>LOT 3 - OTHER SUPPLIES</b>    |                   |                 |                         |   |  |  |                                     |   |
|                          | Tissue Paper Roll, 2-ply         |                   | <b>6 doz</b>    |                         |   |  |  |                                     |   |
|                          | Paper Towel                      |                   | <b>10 pcs</b>   |                         |   |  |  |                                     |   |
|                          | Tissue Holder                    |                   | <b>3 pcs</b>    |                         |   |  |  |                                     |   |



**For Goods Offered from Within the Philippines**

Name of Project: **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE AT OFFICE OF THE REGIONAL DIRECTOR (ORED)**

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) |
|      | Detergent Powder, 1 kg |                   | <b>3 kls</b>  |                         |   |  |  |                                     |   |
|      | Dishwashing Liquid     |                   | <b>6 bots</b> |                         |   |  |  |                                     |   |
|      | Scrub sponge           |                   | <b>10 pcs</b> |                         |   |  |  |                                     |   |
|      |                        |                   |               |                         |   |  |  | <b>Sub-total (Lot 3)</b>            |   |
|      |                        |                   |               |                         |   |  |  | <b>GRAND TOTAL</b>                  |   |

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

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

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

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