



REQUEST TO SUBMIT PROPOSAL FOR CATERING SERVICES FOR THE CONDUCT OF ORIENTATION ON RA 9003: ECOLOGICAL SOLID WASTE MANAGEMENT ACT UNDER 2023 HVCDP AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THIRTEEN THOUSAND NINE HUNDRED FIFTY PESOS (PHP13,950.00) 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
CATERING SERVICES			
40 pax	Day 1: Food (1 Snack)	90/pax/day	₱3,600.00
39 pax	Day 2: Food (1 Snack)	90/pax/day	3,510.00
38 pax	Days 3 & 4: Food (1 Snack)	90/pax/day	6,840.00
TOTAL			₱13,950.00

under 2023 HVCDP. The agency intends to apply the amount **Thirteen Thousand Nine Hundred Fifty Pesos (Php13,950.00)** 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, **JEANINE'S EATERY**, Pili, Camarines Sur; **MAF COOP**, Pili, Camarines Sur; **CAMSUR MULTI-PURPOSE COOPERATIVE**, Pili, 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. Menu (follow attached end-user's preferred menu)

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.



Department of Agriculture
Regional Field Office No. 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 25, 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.)

For Goods Offered from Within the Philippines

Name of Project: **CATERING SERVICES FOR THE CONDUCT OF ORIENTATION ON RA 9003: ECOLOGICAL SOLID WASTE MANAGEMENT ACT UNDER 2023 HVCDP**

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	CATERING SERVICES								
	Day 1: Food (1 Snack)		40 pax						
	Day 2: Food (1 Snack)		39 pax						
	Days 3 & 4: Food (1 Snack)		38 pax						
								TOTAL	

Name: _____

Legal Capacity: _____

Signature: _____

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