



Republic of the Philippines
REGIONAL FIELD OFFICE NO. 5
 San Agustin, Pili, Camarines Sur

REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES AND LOT 2- OFFICE SUPPLIES FOR USE OF ADMINISTRATIVE AND FINANCE DIVISION QUARTERLY MEETINGS AND YEAR-END REVIEW AND PLANNING WORKSHOP FOR FY 2023 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED THIRTY-NINE THOUSAND EIGHT HUNDRED FIFTY PESOS (PHP339,850.00) 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
LOT 1- CATERING SERVICES			
70 pax	QUARTERLY MEETINGS OF AFD FOR FY 2023 (AM Snacks, Lunch and PM Snacks)	355.00 / pax	Php 24,850.00
300 pax	YEAR-END REVIEW AND PLANNING WORKSHOP (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)	650.00 / pax	195,000.00
TOTAL FOR LOT 1:			Php 219,850.00
LOT 2- OFFICE SUPPLIES			
QUARTERLY MEETINGS OF AFD FOR FY 2023			
25 rms	Bond Paper A4	260.00 /rms	Php 6,500.00
20 rms	Bond Paper Long	300.00/rms	6,000.00
10 boxes	Sign pen 0.5 green	300.00/ box	3,000.00
15 boxes	Sign pen 0.5 black	300.00/box	4,500.00
YEAR-END REVIEW AND PLANNING WORKSHOP			
50 boxes	Sign pen 0.5 black	300.00/box	15,000.00
50 boxes	Sign pen 0.5 blue	300.00/ box	15,000.00
50 pcs.	Ballpen	20.00/pc.	1,000.00
30 pcs.	Stapler with remover	300.00/pc.	9,000.00
29 boxes	Staple wire	35.00/box	1,015.00
52 pcs.	Correction tape	35.00/pc.	1,820.00
29 roll	Masking tape 1	80.00/roll	2,320.00
50 roll	Masking tape 2	90.00/roll	4,500.00
50 pcs.	Notebook	30.00/pc.	1,500.00
100 btls.	Alcohol 500 ml	90.00/blt.	9,000.00
100 dz.	Tissue paper 2 ply	110.00/dz.	11,000.00
50 pcs.	Expandable Envelop Long	15.00/pc.	750.00
9 btls.	Glue	270.00/blt.	2,430.00
25 rms	Bond paper A4	260.00/rms	6,500.00
50 rms	Bond paper A4	300.00/rms	15,000.00
7 roll	Plastic Cover Long	595.00/roll	4,165.00
TOTAL FOR LOT 2:			Php120,000.00
GRAND TOTAL:			₱339,850.00

For use of Administrative and Finance Division Quarterly Meetings and Year-End Review and Planning Workshop for FY 2023. The agency intends to apply the amount **Three Hundred Thirty-Nine Thousand Eight Hundred Fifty Pesos (Php339,850.00)** as the Approved Budget for the Contract. **Partial bid is allowed.**



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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)- CATERING SERVICES

1. **CHONA'S CATERING-** Pili, Camarines Sur
2. **JEANINE'S EATERY-** Pili, Camarines Sur
3. **ANJOE CATERING-** Pili, Camarines Sur and all interested bidders

(LOT 2)- OFFICE SUPPLIES

1. **RFK GENERAL MECHANDISE-** Pili, Camarines Sur
2. **4G'S OFFICE SUPPLIES AND EQUIPMENT TRADING-** Pili, Camarines Sur
3. **PILI SCHOOL AND OFFICE SUPPLIES-** 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. Omnibus Sworn Statement
6. Menu/Brochure (Please see attached end-user's preferred menu for Lot 1 only)
7. Pictures/Brochure of product being offered (Lot 2 only)

The bidders are required to pay the non-refundable amount of Php500.00 per lot 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 through manual submission not later than 9:00 in the morning of 01 December 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 10:00AM 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.

November 24, 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]

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: **LOT 1- CATERING SERVICES AND LOT 2- OFFICE SUPPLIES FOR USE OF ADMINISTRATIVE AND FINANCE DIVISION
QUARTERLY MEETINGS AND YEAR-END REVIEW AND PLANNING WORKSHOP FOR FY 2023**

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)
LOT 1- CATERING SERVICES									
	QUARTERLY MEETINGS OF AFD FOR FY 2023 (AM Snacks, Lunch and PM Snacks)		70 pax						
	YEAR-END REVIEW AND PLANNING WORKSHOP (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		300 pax						
								TOTAL FOR LOT 1:	
LOT 2- OFFICE SUPPLIES									
QUARTERLY MEETINGS OF AFD FOR FY 2023									
	Bond Paper A4		25 rms						
	Bond Paper Long		20 rms						
	Sign pen 0.5 green		10 boxes						
	Sign pen 0.5 black		15 boxes						
YEAR-END REVIEW AND PLANNING WORKSHOP									
	Sign pen 0.5 black		50 boxes						
	Sign pen 0.5 blue		50 boxes						
	Ballpen		50 pcs.						
	Stapler with remover		30 pcs.						
	Staple wire		29 boxes						
	Correction tape		52 pcs.						

	Masking tape 1		29 roll						
	Masking tape 2		50 roll						
	Notebook		50 pcs.						
	Alcohol 500 ml		100 btls.						
	Tissue paper 2 ply		100 dz.						
	Expandable Envelop Long		50 pcs.						
	Glue		9 btls.						
	Bond paper A4		25 rms						
	Bond paper A4		50 rms						
	Plastic Cover Long		7 roll						
									TOTAL FOR LOT 2:
									GRAND TOTAL :

Name: _____

Legal Capacity: _____

Signature: _____

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

QUARTERLY MEETING & YEAR END REVIEW AND PLANNING WORKSHOP OF THE ADMIN. AND FINANCE DIVISION FOR FY 2023

MENU

DATE	AM SNACKS	LUNCH	PM SNACKS		
December 06, 2023 Good for 35 Pax Quarterly Meeting	Baked Macaroni	Rice	Champorado		
	Puto	Nilagang Baka	Siopao		
	Melon Juice	Fried Fish	Bottled Mineral Water		
		Leche Flan			
		Bottled Mineral Water			
December 11, 2023 Good for 35 Pax Quarterly Meeting	Canton Guisado	Rice	Tuna Sandwich		
	Toasted Bread	Beef Steak	Four Seasons Juice in Can		
	Pineapple Juice in Can	Chopsuey			
		Fruit Salad			
		Bottled Mineral Water			
DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
December 14, 2023 Good for 150 Pax Year End Review and Planning Workshop	Rice	3 Layered Clubhouse	Rice	Spaghetti	Rice
	Fried Egg	Four Seasons Juice in Can	Paksiw na Pata	Fried Chicken	Chicken Caldereta
	Coffee		Bicol Express	Softdrinks	Grilled Tuna
	Ham		Pinakbet		Chopsuey
	Dried Fish		Banana		Banana
	Banana		Bottled Mineral Water		Bottled Mineral Water
	Bottled Mineral Water				
December 15, 2023 Good for 150 Pax Year End Review and Planning Workshop	Rice	2 pcs. Boiled Saba	Rice	Cheese Burger	Rice
	Egg w/ Cheese	Pineapple Juice in Can	Beef Giniling	Pineapple Juice in Can	Chicken Caldereta
	Hotdog		Sinigang na Fish		Grilled Tuna
	Banana		Banana		Banana
	Bottled Mineral Water		Bottled Mineral Water		Bottled Mineral Water

