



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**REGIONAL FIELD OFFICE NO. 5**

San Agustin, Pili, Camarines Sur  
 Telephone No: (054) 871 2040 to 49  
 Email: da5ored@yahoo.com  
 Website: bicol.da.gov.ph

**[SVP-112-2023] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR LOT 1 - CATERING SERVICES FOR A. YEAR-END ASSESSMENT / REVIEW AND B. WRITESHOP OF DIFFERENT LABORATORIES AND LOT 2 - OFFICE SUPPLIES TO BE USED DURING THE CONDUCT OF ILD YEAR-END ASSESSMENT / REVIEW AND WRITESHOP OF THE DIFFERENT LABORATORIES PROJECT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED PESOS ONLY (₱191,200.00) 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 contractors to submit complete bid quotation for the:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
<b>LOT 1 - CATERING SERVICES</b>				
120	pax	<b>A. YEAR-END ASSESSMENT / REVIEW</b> (AM/PM Snacks / Lunch and Dinner) <b>good for 2 days</b>	650.00	78,000.00
135	pax	<b>B. WRITESHOP OF DIFFERENT LABORATORIES</b> (AM/PM Snacks / Lunch and Dinner) <b>good for 3 days</b>	650.00	87,750.00
<b>TOTAL FOR LOT 1 -</b>				<b>165,750.00</b>
<b>LOT 2 - OFFICE SUPPLIES</b>				
3	boxes	Ballpen, BS fine Black 10's per box	295.00	885.00
3	boxes	Ballpen, BS fine Blue 10's per box	295.00	885.00
3	packs	Battery AA, Blister pack of 2	224.00	672.00
3	packs	Battery AAA, Blister pack of 4	249.00	747.00
4	reams	Bond Paper, S-20, A4	275.00	1,100.00
40	pcs	Cartolina Assorted Colors	13.00	520.00
20	pcs	Correction Tape (Good Quality)	80.00	1,600.00
20	pcs	Document Bag	85.00	1,700.00
20	pcs	Envelope, expanding, A4 with garter/ tie brown	30.00	600.00
20	pcs	Envelope, expanding, legal with garter/ tie brown	40.00	800.00
20	pcs	Folder, Plastic, Thick transparent with slide, Legal Red color	30.00	600.00
2	pcs	Glue Gun, Heavy Duty	356.50	713.00
10	packs	Glue stick, Big 10's	195.00	1,950.00
20	pcs	Notebook, 30 Leaves	30.00	600.00
2	boxes	Paper Clip, Big	76.00	152.00
2	boxes	Paper Clip, Small	45.00	90.00
3	boxes	Pencil Mongol no.2	165.00	495.00
20	pcs	Permanent Marker Black Fine	85.00	1,700.00
20	pcs	Permanent Marker Blue Fine	85.00	1,700.00
2	packs	Photopaper Premium High Glosy, 210gsm A4	225.00	450.00
2	pcs	Puncher 2 holes, HD 25 sheets adjustable	480.00	960.00
2	pcs	Scissors, Heavy Duty	185.00	370.00
2	pcs	Staple wire remover, Plier Type	145.00	290.00





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2	packs	Stapler Big HD	305.00	610.00
10	pcs	Sticker Paper A4, 20's glossy	165.00	330.00
10	pcs	Tape Masking, 1	40.00	400.00
9	pcs	Tape Masking, 2	50.00	450.00
2	packs	Toner TN-116 for INEO-165 develop	4,031.00	4,031.00
		<b>TOTAL FOR LOT 2 -</b>		<b>25,450.00</b>
		<b>GRAND TOTAL</b>		<b>191,200.00</b>

The agency intends to apply the amount of One Hundred Ninety-One Thousand Two Hundred Pesos Only (Php191,200.00) 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 – MAF COOP DA COMPOUND, SAN AGUSTIN PILI CAMARINES SUR, CHEF APPLE'S DIVERSION SAN AGUSTIN PILI CAMARINES SUR AND CHONA'S EATERY SAN AGUSTIN PILI CAMRINES SUR AND;**

**LOT 2- RFK GENERAL MERCHANDISE SAN VICENTE PILI CAMARINES SUR, ALLAN JUSTINE GENERAL MERCHANDISE, NAGA CITY AND FNK GENERAL MERCHANDISE PILI CAMARINES SUR** are hereby requested to submit the following documents

1. Mayor's Permit
2. PhilGeps Registration
3. DTI/ SEC / CDA Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. **LOT 1 – MENU and LOT 2 Pictures Brochure**

The bidders are required to pay the non-refundable amount **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 duly received by BAC Secretariat through manual submission not later than 1:00 in the afternoon of 20 November 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 **1:00PM** 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 further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili Camarines Sur or via email [bacrfo5@gmail.com](mailto:bacrfo5@gmail.com)

November 14, 2023 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA  
 Chief, Integrated Laboratory Division  
 BAC Chairperson





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**BID FORM**  
**(SVP-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: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

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

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



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**FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**

<b>Name of Project:</b>	<b>SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR IN THE TRICHODERMA HARZIANUM AT ILD- REGIONAL SOILS LABORATORY</b>
<b>Name of Bidder/ Authorized Representative:</b>	

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 COST 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)
	<b>LOT 1 - CATERING SERVICES</b>								
	<b>A.YEAR-END ASSESSMENT / REVIEW (AM/PM Snacks / Lunch and Dinner) good for 2 - days</b>		120 pax						
	<b>C.WRITESHOP OFDIFFERENT LABORATORIES (AM/PM Snacks / Lunch and Dinner) good for 3 days</b>		135 pax						
	<b>TOTAL FOR LOT 1 -</b>								
	<b>LOT 2 - OFFICE SUPPLIES</b>								
	Ballpen, BS fine Black 10's per box		3 boxes						



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	Ballpen, BS fine Blue 10's per box	3 boxes						
	Battery AA, Blister pack of 2	3 packs						
	Battery AAA, Blister pack of 4	3 packs						
	Bond Paper, S-20, A4	4 reams						
	Cartolina Assorted Colours	40 pcs						
	Correction Tape (Good Quality)	20 pcs						
	Document Bag	20 pcs						
	Envelope, expanding, A4 with garter/ tie brown	20 pcs						
	Envelope, expanding, legal with garter/ tie brown	20 pcs						
	Folder, Plastic, Thick transparent with slide, Legal Red color	20 pcs						
	Glue Gun, Heavy Duty	2 pcs						
	Glue stick, Big 10's	10 packs						
	Notebook, 30 Leaves	20 pcs						
	Paper Clip,Big	2 boxes						
	Paper Clip, Small	2 boxes						
	Pencil Mongol no.2	3 boxes						
	Permanent Marker Black Fine	20 pcs						
	Permanent Marker Blue Fine	20 pcs						
	Photopaper Premium High Glosy, 210gsm A4	2 packs						



BAGONG PILIPINAS



Masaganang Agrikultura,  
Mamnlad na Ekonomiya

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	Puncher 2 holes, HD 25 sheets adjustable		2 pcs					
	Scissors , Heavy Duty		2 pcs					
	Staple wire remover, Plier Type		2pcs					
	Stapler Big HD		2 pcs					
	Sticker Paper A4, 20's glossy		2 packs					
	Tape Masking, 1		5 pcs					
	Tape Masking, 2		5 pcs					
	Toner TN-116 for INEO-165 develop		1 pc					
	<b>TOTAL FOR LOT 2 -</b>							
	<b>GRAND TOTAL</b>							

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

[In the capacity of] \_\_\_\_\_

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



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**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 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:]*

*[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



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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

**[Iurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

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## Menu

**RE: YEAR-END ASSESSMENT/REVIEW AND WRITESHOP OF THE DIFFERENT LABORATORIES UNDER THE INTEGRATED LABORATORIES DIVISION**

**1. TWO-DAY YEAR-END ASSESSMENT/REVIEW – Dec. 18-19, 2023**

	<b>AM SNACKS</b>	<b>LUNCH</b>	<b>PM SNACKS</b>	<b>DINNER</b>
<u>Day 1</u>	Lasagna with slice of cake Fruit Juice	Lechon Kawali Sweet and Sour Fish Fresh Lumpia Rice Mixed Fruits	Sotanghon with Garlic Bread Bottle Drinks	Grilled Fish Kaldereta Buttered Chicken Rice Leche Flan
<u>Day 2</u>	Spaghetti Fruit Juice	Fried Chicken Barbecue Mixed Veggies Rice Fruit Salad	Burger Bottled Drinks	Pork Cordon Bleu Beef Kare-kare Lumpia Shanghai Rice Bucu Salad

**2. THREE-DAY WRITESHOP OF DIFFERENT LABORATORIES – Dec. 6, 7, 11, 2023**

	<b>AM SNACKS</b>	<b>LUNCH</b>	<b>PM SNACKS</b>	<b>DINNER</b>
<u>Day 1</u>	Sandwich with fresh potato chips Fruit Juice	Beef Steak Grilled Pork Vegetable Shanghai Rice Fresh Mango Shake	Pork Baby Back Ribs Igado Ensaladang Talong Rice Fruit Salad	Chicken Roll Breaded Pork Chop Menudo Rice Maja Blanca
<u>Day 2</u>	Cakes Fruit Shake	Embutido Steam Fish Chopsuey Rice Fruits	Bacon Ensaymada Fruit Shake	Chicken Curry Garlic Buttered Shrimp Lechon Kawali Rice
<u>Day 3</u>	Baked Mac Fruit Shake	Adobong Pusit Grilled Liempo Beef Broccoli Rice Leche Flan	Carbonara Cola	Lechon Kawali Grilled Chicken Laing Rice Mango Float

**NOTE:** With Free-flowing coffee