



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-126-2023] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE IN PROFILING & GEOREFERENCING ACTIVITY OF RSBSA PROJECT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FIFTY-EIGHT THOUSAND SEVEN HUNDRED FORTY-FIVE PESOS ONLY (₱58,745.00) 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
20	box	Correction tape, 12's, high quality	150.00	3,000.00
5	pcs	Stapler tacking durable, 8mm	500.00	2,500.00
1	set	Pencil mechanical set	1,000.00	1,000.00
50	box	Ballpen, black, 0.5mm tip, 12's	85.00	4,250.00
10	pcs	Scissors, 8", heavy duty	130.00	1,300.00
10	units	Cutter, snap off blade cutter knife, heavy duty (can fit A-160 blades)	120.00	1,200.00
1	pcs	Scotch duct tape, 3"x50m	800.00	800.00
5	pcs	Cleaning Solution for Inkjet Printer 100ml	80.00	400.00
32	packs	Colored Sticky Notes Memo Pad 3x3 inches (yellow/green)	15.00	480.00
10	pcs	A4 Clip Board	50.00	500.00
5	pcs	2 Hole Paper Puncher	150.00	750.00
5	box	jotter pen steel chrome black	800.00	4,000.00
2	box	Fountain pen vector pro	1,500.00	3,000.00
25	packs	Specialty Paper white (100sheets) 200gsm	380.00	9,500.00
100	packs	Sticky notes 100's technicolor	15.00	1,500.00
1	pcs	Whiteboard 48"x72"	5,995.00	5,995.00
3	packs	Transparent waterproof vinyl sticker paper	280.00	840.00
4	packs	Sticker paper vinyl A3, 20s', glossy & transparent	745.00	2,980.00
30	roll	Paper Adhesive Thermal Printing Sticker	45.00	1,350.00
3	pcs	Stamper Date self inking shiny shimery	200.00	600.00
2	packs	Boardpapr sintra A3, 3mm, 20pcs	950.00	1,900.00
4	packs	Boardpapr sintra A2, 5mm, 5pcs	900.00	3,600.00
20	pcs	Tape packaging 2", 50meters	60.00	1,200.00
20	pcs	Tape nano sticky, waterproof 3meters	75.00	1,500.00
20	pcs	Pencil mechanical, 0.5mm, durable,w/refill 10	100.00	2,000.00
40	box	pencil no.2 box of 12s	65.00	2,600.00
		GRAND TOTAL		58,745.00

The agency intends to apply the amount of Fifty-Eight Thousand Seven Hundred Forty-Five Pesos Only (Php58,745.00) 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





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under Section 53.9 of RA 9184 and its Revised IRR.

As such- RFK General Merchandise San Vicente Pili, Camarines Sur, **Allan Justine General Merchandise**, Naga City, and **FNK General Merchandise** Pili Camarines Sur and any interested bidders are hereby requested to submit the following documents

1. Mayor's Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement
4. Pictures / Brochure

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php 500.00)** 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 04 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 **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 further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili Camarines Sur or via email bacrfo5@gmail.com

November 29, 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

Name of Project:	
Name of Bidder/ Authorized Representative:	

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)
1	Correction tape, 12's, high quality		20 boxes						
2	Stapler tacking durable, 8mm		5 pcs						
3	Pencil mechanical set		1 set						
4	Ballpen, black, 0.5mm tip, 12's		50 boxes						
5	Scissors, 8", heavy duty		10 pcs						
6	Cutter, snap off blade cutter knife, heavy duty (can fit A-160 blades)		10 units						
7	Scotch duct tape, 3"x50m		1 pc						
8	Cleaning Solution for Inkjet Printer 100ml		5 pcs						
9	Colored Sticky Notes Memo Pad 3x3 inches (yellow/green)		32 packs						
10	A4 Clip Board		10 pcs						
11	2 Hole Paper Puncher		5 pcs						



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12	jotter pen steel chrome black		5 boxes					
13	Fountain pen vector pro		2 boxes					
14	Specialty Paper white (100sheets) 200gsm		25 packs					
15	Sticky notes 100's technicolor		100 packs					
16	Whiteboard 48"x72"		1 pc					
17	Transparent waterproof vinyl sticker paper		3 packs					
18	Sticker paper vinyl A3, 20s', glossy & transparent		4 packs					
19	Paper Adhesive Thermal Printing Sticker		30 rolls					
20	Stamper Date self inking shiny shimery		3 pcs					
21	Boardpaper sintra A3, 3mm, 20pcs		2 packs					
22	Boardpapr sintra A2, 5mm, 5pcs		4 packs					
23	Tape packaging 2", 50meters		20 pcs					
24	Tape nano sticky, waterproof 3meters		20 pcs					
25	Pencil mechanical, 0.5mm, durable,w/refill 10		20 pcs					
26	pencil no.2 box of 12s		40 boxes					
	GRAND TOTAL							

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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