



**REQUEST TO SUBMIT PROPOSAL FOR THE PRINTING AND PUBLICATION OF OPERATIONS MANUAL FOR USE UNDER AMIA PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FORTY-NINE THOUSAND SIX HUNDRED PESOS (PHP49,600.00) 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>PRINTING AND PUBLICATION OF:</b>			
<b>62 pcs</b>	OPERATIONS MANUAL Print : Full Color Paper : C2S # 180 (Cover) Stock : C2S # 80 (Inside) No. of Leaves : 14 leaves Feature/s : Plastic Lamination Size : 148mm x 210mm (half of A4)	800/pc	₱49,600.00
<b>TOTAL</b>			<b>₱49,600.00</b>

For use under the AMIA Program. The agency intends to apply the amount **Forty-Nine Thousand Six Hundred Pesos (Php49,600.00)** 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, **NAGA GOLDPRINT INC**, Concepcion Grande, Naga City; **AMS PRESS, INC**, Peñafrancia Ave., Naga City; **PRIME DIGITAL PRINT CENTER**, Tinago, Naga City; 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. Sample

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 **through manual submission** not later than **9:00 in the morning of 22 December 2023** at the BAC Office, DA RFO 5, San Agustin, Pili



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

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](mailto:bacrfo5@gmail.com).

December 18, 2023, San Agustin, Pili, Camarines Sur.

(signed)  
**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: **PRINTING AND PUBLICATION OF OPERATIONS MANUAL FOR USE UNDER AMIA PROGRAM**

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>PRINTING AND PUBLICATION OF:</b>								
	OPERATIONS MANUAL		<b>62 pcs</b>						
	Print : Full Color								
	Paper : C2S # 180 (Cover)								
	Stock : C2S # 80 (Inside)								
	No. of Leaves : 14 leaves								
	Feature/s : Plastic Lamination								
	Size : 148mm x 210mm (half of A4)								
								<b>TOTAL</b>	

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

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

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

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