



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

REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR CATERING, ACCOMMODATION, TRAINING SUPPLIES, MATERIALS, KITS AND TARPAULIN FOR VARIOUS TRAINING (PER LOT BASIS) UNDER 2024 HVCDP AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FIVE HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED FIFTY PESOS (PHP 547,250.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Lot	Particulars	ABC
1	Catering and Accommodation in Camarines Sur	255,000.00
2	Catering and Accommodation in Albay	87,000.00
3	Catering and Accommodation in Camarines Norte	87,000.00
4	Training Supplies, Materials, Kits and Tarpaulin	118,250.00
Total		547,250.00

The agency intends to apply the amount of **FIVE HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED FIFTY PESOS (PHP 547,250.00)** 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- SONRISA FARM**, Magarao, Camarines Sur, **ROCK'S & GREEN FARM RESORT**, Sitio Yabu, Carolina, Naga City, **MACAGANG BUSINESS CENTER (MBC), INC.**, Nabua, Camarines Sur;

Lot 2- COOLSHINE CATERING SERVICES, Camalig, Albay, **CHARISMA FUNCTION HALL & CATERING SERVICES**, San Rafael, Guinobatan, Albay, **JHING CATERING SERVICES**, Ligao City, Albay;

Lot 3- CN WORKERS MPC, Daet, Camarines Norte, **NONOY FOOD HAUS**, Daet Camarines Norte, **TINTIN APARTELLE**, Daet, Camarines Norte;

Lot 4- RFK GENERAL MERCHANDISE, San Vicente, Pili, Camarines Sur, **ROCKWOOD CONSUMER GOODS TRADING**, Zone 4, San Agustin, Pili, Camarines Sur, **ERIVAN GENERAL MERCHANDISE** and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Menu (Lot 1-3)
7. Picture/Brochure of the Product Being Offered

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 A4 size bond paper, marked with ear tabs or side-end to identify the page components and shall be**



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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 9:00 in the morning of 06 March 2024 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 10:00 AM 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.

February 29, 2024 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC Chairperson



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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 _____.
(₱ _____)

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 _____ 2024.

(Name and Signature of Bidder or
Authorized Representative)

(Address and Telephone No.)

Date of Bidding



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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:]



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[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



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[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020



Masaganang Agrikultura,
Maunlad na Ekonomiya

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For Goods Offered from Within the Philippines

Name of the Project: **CATERING, ACCOMMODATION, TRAINING SUPPLIES, MATERIALS, KITS AND TARPAULIN FOR VARIOUS TRAINING (PER LOT BASIS) UNDER 2024 HVCDP**

Name of Bidder: _____

1	2	3	4	5	6	7	8	9	10	
Lot	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	Camarines Sur (3 Batches)									
	Day 1									
		2 Snacks & Lunch (500.00/pax) -40 pax per batch		120 pax						
		Dinner (300.00/pax) -30 pax per batch		90 pax						
	Day 2									
		Breakfast (200.00/pax) -30 pax per batch		90 pax						
		2 Snacks & Lunch (500.00/pax) -40 pax per batch		120 pax						
		Accommodation (1,000.00/pax) -30 pax per batch		90 pax						
								Total		
2	Albay									
	Day 1									
		Breakfast (200.00/pax)		10 pax						
	2 Snacks & Lunch (500.00/pax)		40 pax							



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	Dinner (300.00/pax)		30 pax						
	Day 2								
	Breakfast (200.00/pax)		30 pax						
	2 Snacks & Lunch (500.00/pax)		40 pax						
	Accommodation (1,000.00/pax)		30 pax						
									Total
3	Camarines Norte								
		Day 1							
		Breakfast (200.00/pax)		10 pax					
		2 Snacks & Lunch (500.00/pax)		40 pax					
		Dinner (300.00/pax)		30 pax					
		Day 2							
		Breakfast (200.00/pax)		30 pax					
		2 Snacks & Lunch (500.00/pax)		40 pax					
	Accommodation (1,000.00/pax)		30 pax						
									Total
4	Training Supplies, Materials, Kits and Tarpaulin								
		Training Kits							
		Notebooks		200 pcs.					
		Ball pen		200 pcs.					
		Pruning Shears		70 pcs,					
		Pruning Scythe		35 pcs.					
		Apron		70 pcs.					
		Expanding Nylon bag for documents		6 pcs.					
		GAP Training on Malunggay Production & Processing; Training on Pineapple Pest & Disease Management							
		Bond paper, A4		10 reams					
		Ink for Epson Printer L220		2 sets					
		Ink for Epson Printer L3110		4 sets					
		Ink for Epson Printer L310		3 sets					
		Certificate Paper, A4, 100 pcs./pack		3 sets					
	Large Basin		1 pc.						



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Alcohol		2 gallons					
Scotch Tape, 2"		12 pcs.					
Masking Tape, 2"		12 pcs.					
Tissue Paper (interfolded paper towels 120 pulls)		10 packs					
Training on Chocolate Making: (Cam.Sur)							
dried fermented cacao beans		6 kgs.					
cocoa butter		1 kg.					
refined sugar		1 kg.					
whole milk powder		1 kg.					
rubber gloves		1 pack					
paper towel		4 pack					
cotton pad		2 pack					
cling wrap		1 roll					
aluminum foil		1 roll					
ethyl alcohol		1 bottle					
hairnet		2 packs					
shoe cover		1 pack					
piping bar		1 pack					
chocolate foil wrapper(bar)		1 pack					
chocolate wrapper(candy)		4 packs					
stand up pouch		1 pack					
sticker paper		1 pack					
Training on Bamboo Production & Processing: (Cam.Sur)							
pre-cut bamboo pole		4 pcs.					
pre cut bamboo slat		50 pcs.					
bamboo stick		2 pcs.					
sanding sealer		1 pc.					
lacquer flo		1 bottle					
clear gloss		1 gallon					
lacquer thinner		1 gallon					
sanding paper # 100		10 pcs.					



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sanding paper # 120		10 pcs.						
sanding paper # 180		10 pcs.						
grinding disk # 100		2 pcs.						
grinding disk # 120		2 pcs.						
male flug		3 pcs.						
receptacle # 27		6 pcs.						
receptacle # 14		6 pcs.						
bulb # 27		6 pcs.						
bulb # 14		6 pcs.						
wood glue		1 kg.						
cyro		5 pcs.						
oyo twine		15 pcs.						
abaca twine		2 packs						
Training on Pili Oil Production: (Albay)								
Fresh Pili drupe		3,000 pcs.						
Raw pili kernel		5 kgs.						
glass bottle		12 pcs.						
funnel/filter paper		200 pcs.						
hairnet & plastic gloves)		30 sets						
pouches		100 pcs.						
aluminum foil		5 rolls						
H2O cellophane		20 pcs.						
wax paper		20 pcs.						
flour		3 kgs.						
garlic		1 kl.						
salt		0.25 kl.						
black pepper		1 bottle						
oil		1 kl.						
condensed milk big		6 can						
evaporated milk big		6 can						
sugar		3 kgs.						
eggs		30 pcs.						
kutsarol		1 pc.						



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	rolling pin		1 pc.						
	basin medium		3 pcs.						
	cheese cloth		1 doz.						
	Tarpaulin -4 ft.x8 ft.		5 pcs.						
									Total
									GRAND TOTAL

Name: _____

Legal Capacity: _____

Signature: _____

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

Menu :

Day 1

Breakfast

- steamed rice/fried rice
- fried egg
- fried tinapa with tomato tusino
- coffee

AM SNACK :

- empanada
- pansit guisado
- pineapple juice in can

LUNCH :

- rice
- fried chicken
- bicol express
- pork adobo
- pineapple

PM SNACK :

- ham & cheese sandwich
- softdrinks in can

DINNER

- rice
- pork bbq with atsara
- fresh lumpia
- pork menudo
- leche plan

Day 2

Breakfast

- steamed rice/fried rice
- skinless longganisa
- boiled egg
- dried fish
- coffee

AM SNACK :

- macaroni salad
- toasted bread
- juice

LUNCH :

- rice
- pork steak
- fish pellet
- chopseuy
- banana

PM SNACK :

- ham & cheese sandwich
- softdrinks in can