



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES IN CAMARINES SUR LOT 2- FOOD AND ACCOMMODATION IN CAMARINES SUR AND LOT 3-FOOD AND ACCOMMODATION IN ALBAY FOR THE CONDUCT OF MANAGEMENT COMMITTEE MEETINGS, TECHNICAL WORKING GROUP MEETINGS AND DIFFERENT PROGRAM PLANNING, MONITORING AND IMPLEMENTATION ACTIVITIES UNDER THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR FOR FY 2024 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED SIXTY-SIX THOUSAND FIVE HUNDRED PESOS (PHP766,500.00) 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 IN CAMARINES SUR | | | |
| 50 pax | Meals (Breakfast, AM Snack, Lunch, PM Snack and Dinner for 12 meetings) | 800.00/pax/ meeting | 480,000.00 |
| Sub-total (Lot 1) | | | 480,000.00 |
| LOT 2- FOOD AND ACCOMMODATION IN CAMARINES SUR | | | |
| 10 pax | Food and Accommodation (Full Board meals for 5 meetings) | 2,400.00/pax/ meeting | 120,000.00 |
| Sub-total (Lot 2) | | | 120,000.00 |
| LOT 3- FOOD AND ACCOMMODATION IN ALBAY | | | |
| 30 pax | Meals (Breakfast, AM Snack and Lunch for 3 meetings) | 850.00/pax/ meeting | 76,500.00 |
| 10 pax | Accommodation (5 meetings) | 1,800.00/pax/ meeting | 90,000.00 |
| Sub-total (Lot 3): | | | 166,500.00 |
| GRAND TOTAL: | | | 766,500.00 |

For the conduct of Management Committee Meetings, Technical Working Group Meetings and Different Program Planning, Monitoring and Implementation Activities under the Office of the Regional Executive Director for FY 2024. The agency intends to apply the amount **Seven Hundred Sixty-six Thousand Five Hundred Pesos (Php766,500.00)** 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) – Catering Services in Camarines Sur

- JEANINE’S EATERY-** Pili, Camarines Sur
- MAF COOP** – Pili, Camarines Sur
- CAMSUR COOP-** Pili, Camarines Sur and all interested bidders

(LOT 2) –Food and Accommodation in Camarines Sur

- VILLA CACERES-** Magsaysay Ave. Naga City
- AVENUE PLAZA HOTEL** – Magsaysay Ave. Naga City



3. **VILLA ROSITA**- Gen. Luna St. Naga City and all interested bidders

(LOT 3)- Food and Accommodation in Albay

1. **PEPPER LAND** - Legazpi City, Albay
2. **THE MARISON HOTEL**- Legazpi City, Albay
3. **LA VENEZIA HOTEL**- Legazpi, Albay and all interested bidder

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 (Please see attached end-user's preferred menu)

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, DA RFO 5 through manual submission not later than 1:00 in the afternoon of 25 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 1:30PM onwards at 2nd 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.

March 14, 2024 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 _____ 2024.

(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 IN CAMARINES SUR, LOT 2- FOOD AND ACCOMMODATION IN CAMARINES SUR AND LOT 3-FOOD AND ACCOMMODATION IN ALBAY FOR THE CONDUCT OF MANAGEMENT COMMITTEE MEETINGS, TECHNICAL WORKING GROUP MEETINGS AND DIFFERENT PROGRAM PLANNING, MONITORING AND IMPLEMENTATION ACTIVITIES UNDER THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR FOR FY 2024**

Name of Bidder: _____.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--|---|-------------------|----------|------------------------|---|--|--|-------------------------------------|---|
| Item | Description | Country of origin | Quantity | Unit price EXWper 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 IN CAMARINES SUR | | | | | | | | | |
| | Meals (Breakfast, AM Snack, Lunch and PM Snack for 12 meetings) | | 50 pax | | | | | | |
| | | | | | | | | Sub-total (Lot 1): | |
| LOT 2-FOOD AND ACCOMMODATION IN CAMARINES SUR | | | | | | | | | |
| | Food and Accommodation (Full Board meals for 5 meetings) | | 10 pax | | | | | | |
| | | | | | | | | Sub-total (Lot 2): | |
| LOT 3- FOOD AND ACCOMMODATION IN ALBAY | | | | | | | | | |
| | Meals (Breakfast, AM Snack, Lunch and PM Snack for 3 meetings) | | 30 pax | | | | | | |
| | Accommodation (5 meetings) | | 10 pax | | | | | | |
| | | | | | | | | Sub-total (Lot 3): | |
| | | | | | | | | GRAND TOTAL: | |

Name: _____

Legal Capacity: _____

Signature: _____

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

CONDUCT OF MANAGEMENT COMMITTEE MEETINGS, TECHNICAL WORKING GROUP MEETING AND DIFFERENT PROGRAMS PLANNING, MONITORING AND IMPLEMENTATION ACTIVITIES UNDER THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR FOR CY2024

| CAM. SUR | | | | | |
|--|--|---|--|---|--|
| DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 |
| BREAKFAST | BREAKFAST | BREAKFAST | BREAKFAST | BREAKFAST | BREAKFAST |
| RICE SUNNY SIDE UP TAPA FRUITS BOTTLED WATER COFFEE | RICE BADI ABO SCRAMBLE EGG COFFEE BOTTLED WATER FRUITS | RICE LONGANISA TORTA TALONG COFFEE BOTTLED WATER FRUITS | RICE BOILED EGG FRUITS COFFEE BOTTLED WATER FRUITS | FRIED RICE SUNNY SIDE UP DAING NA BANGUS COFFEE BOTTLED WATER FRUITS | RCIE CHICKEN TOCINO SRAMBLE EGG COFFEE BOTTLED WATER FRUITS |
| AM SNACK | AM SNACK | AM SNACK | AM SNACK | AM SNACK | AM SNACK |
| PANCIT GUISADO TAOSTED BREAD JUICE | CHICKEN CARBONARA LEMON JUICE | BIHON GUISADO IBOS CUCUMBER JUICE | BAKED MACARONI PA IN CAN | SPHAGETTI CHIFFON CAKE PA IN CAN | LOMI TOSTED SIOPAO BOTTLED WATER- |
| LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| RICE LAING FRIED CHICKEN SINIGANG NA TILAPYA FRUITS BOTTLED WATER | RICE KINUNOT NILANGANG BAKA FRIED FISH BOTTLED WATER FRESH FRUITS | RCIE PORK CALDERETA MIXED VEGGIES LUPIA SHANGAI BOTTLED WATER BUKO SALAD | RICE BEEF BROCOLI FISH FILLET BOTTLED WATER LECHE PLAN | RCIE SINIGANG NA LAPU LAPU BICOL EXPRESS FRESH FRUITS BOTTLED WATER | RICE BREADED PORK CHOP LAING WATERMELON BOTTLED WATER |
| PM SNACK | PM SNACK | PM SNACK | PM SNACK | PM SNACK | PM SNACK |
| CHICKEN SANDWICH PA IN CAN | PORK EMPANADA PA IN CAN | 2 PCS TURON COKE | MACARONI SOUP TOASTED SIOPAO BOTTLED WATER | CHEESE BURGER W/ FRIES ORANGE JUICE | BAKED MAC TOASTED BREAD MINUTE MAID |
| DINNER | DINNER | DINNER | DINNER | DINNER | DINNER |
| RICE BEEF STEAK KINUNOT BUKO PANDAN BOTTLED WATER | RCIE CHICKEN 2 PCS BARBEQUE FRUITS BOTTLED WATER | RICE TINOLA MANOK BICOL EXPRESS FRUITS BOTTLED WATER | RICE PORK ADOBO LAING BOTTLED WATER FRUITS | RICE CHOPSUEY LAMPYA SHANGAI BOTTLED WATER FRUITS | RICE SINIGANG NA SALMON BICOL EXPRESS BOTTLED WATER FRUITS |

| DAY 7 | DAY 8 | DAY 9 | DAY 10 | DAY 11 | DAY 12 |
|---|--|---|---|--|---|
| BREAK FAST | BREAK FAST | BREAK FAST | BREAK FAST | BREAK FAST | BREAK FAST |
| RICE PORK TAPA SUNNY SIDE UP FRUITS COFFEE BOTTLED WATER | RICE BADI NEWLOOK COFFEE BOILED EGG FRUITS BOTTLED WATER | RICE PORK TOCINO SCAMBLE EGG FRUITS COFFEE BOTTLED WATER | RICE LONGANISA SUNNY SIDE UP FRUITS COFFEE BOTTLED WATER | RICE CHICKEN NUGGETS TORTA TALONG FRUITS COFFEE BOTTLED WATER | RICE PORK TOCINO SUNNY SIDE UP COFFEE FRUITS BOTTLED WATER |
| AM SNACK | AM SNACK | AM SNACK | AM SNACK | AM SNACK | AM SNACK |
| CHICKEN SANDWICH SODA DRINK | PANCIT BIHON GARLIC BREAD ORANGE JUICE | CHEESE PIEMINTO SANDWICH PA IN CAN | CHEESE BURGER W/ FRIES COKE | TUNA CARBONARA ICE TEA | MACARONI SALAD COKE |
| LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| RICE MENUDO CHOPSUEY SHANGAI FRESH FRUITS BOTTLED WATER | PAGSIW NA PATA RICE BICOL EXPRESS FRIED FISH FRUITS BOTTLED WATER | RICE KARE-KARE INIHAW NA TILAPIA FRUITS BOTTLED WATER | RICE CHICKEN INASAL GINATAANG GULAY FRUITS BOTTLED WATER | RICE LIEMPO KINUNOT SINIGANG NA BABOY FRUITS BOTTLED WATER | RICE MENUDO PINANGAT FRIED FISH FRUITS BOTTLED WATER |
| PM SNACK | PM SNACK | PM SNACK | PM SNACK | PM SNACK | PM SNACK |
| MACARONI SALAD W/ CHICKEN PA IN CAN | BIHON GUISADO IBOS CUCUMBER JUICE | PANCIT BATO SINAPOT BOTTLED WATER | PANCIT GUISADO TASTY BREAD PA IN CAN | CHICKEN SANDWICH PA IN CAN | SPAGHETTI CHOCO MARBLE CAKE ORANGE JUICE |
| DINNER | DINNER | DINNER | DINNER | DINNER | DINNER |
| RICE PINANGAT LIEMPO FRUITS BOTTLED WATER | RICE PORK CALDERETA MIXED VEGGIES LUMPIA SHANGAI BOTTLED WATER BUKO JUICE | RICE LUMPIA SHANGAI SEAFOOD CHOWDER FRUITS BOTTLED WATER | RICE GRILLED FISH GULAY NA LANGKA FRUITS BOTTLED WATER | RICE LAING FRIED CHICKEN SINIGANG NA TILAPYA FRUITS BOTTLED WATER | RICE PORK HAMONADO MIXED VEGETABLE FRESH FRUITS BOTTLED WATER |

CONDUCT OF MANAGEMENT COMMITTEE MEETINGS, TECHNICAL WORKING GROUP MEETING AND DIFFERENT PROGRAM PLANNING, MONITORING AND IMPLEMENTATION ACTIVITIES UNDER THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR FOR FY 2024

| ALBAY | | |
|---|---|---|
| DAY 1 | DAY 2 | DAY 3 |
| BREAKFAST | BREAKFAST | BREAKFAST |
| RICE BEEF TAPA SUNNY SIDE UP FRESH FRUITSS COFFEE/TEA | FRIED RICE DAING NA BANGUS SCRAMBLE EGG FRESH FRUITS COFFEE/TEA | FRIED FRICE PORK TOCINO SUNNY SIDE UP FRESH FRUITS COFFEE/TEA |
| AM SNACK | AM SNACK | AM SNACK |
| BAKED MACARONI SOFTDRINK | TUNA CARBONARA ICED TEA | PANSIT GUISADO SOFTDRINK |
| LUNCH | LUNCH | LUNCH |
| RICE CREAM OF CORN SOUP FIL STYLE FRIED CHICKEN PORK HAMONADO STIR FRIED CABBAGE FRESH FRUITS ICE TEA | RICE GINISANG MONGGO SOUP FRIED PORKCHOP BUTTERED CORN & CARROTS SWEET CHILI FISH FILLET FRESH FRUIT SEASON SOFTDRINK | RCIE HALAAN SOUP PAN FRIED SIH FILLET W/ KAREKARE SAUCE BICOL EXPRESS BLUE LEMONADE LEMON BAR |
| PM SNACK | PM SNACK | PM SNACK |
| STEAM SIOPAO ORANGE JUICE | CHEESE PIMIENTO SANDWICH ICED TEA | FIL. STYLE SPAGHETTI SOFTDRINK |
| DINNER | DINNER | DINNER |
| PUMPKIN SOUP RICE PORK BULGOGI STIR FRIED MUNGO BEANS FISH FILLET W/ BALCK BEANS FRESH FRUITS ICE TEA | CRAB. CORN & QUAIL EGG SOUP RICE PORK STEAK CHOPSUEY FRESH FRUITS SOFTDRINK | MISWA SOUP BICOL EXPRESS LECHON KAWALI\CHICKEN ADOBO RICE FRRESH FRUITS ICE TEA |