



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- ACCOMMODATION CAMARINES SUR, LOT 2- CATERING SERVICES IN CAMARINES SUR, LOT 3- TRAINING AND STARTER KITS SUPPLIES, LOT 4- VAN RENTAL AND LOT 5- ADVOCACY SHIRT AND OTHER SUPPLIES FOR USE DURING THE 2024 PHILGAP CARAVAN AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED EIGHTY THOUSAND FOUR HUNDRED SIXTY PESOS (PHP380,460.00) 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- ACCOMMODATION IN CAMARINES SUR			
10 pax	Day 0- Accommodation with Dinner	850.00	8,500.00
10 pax	Day 1- Accommodation with Full board meals	1,800.00	18,000.00
Sub-total (Lot 1)			26,500.00
LOT 2- CATERING SERVICES IN CAMARINES SUR			
60 pax	Day 1- Breakfast, AM Snack, Lunch, PM Snack	600.00	36,000.00
60 pax	Day 2- Full Meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner)	750.00	45,000.00
Sub-total (Lot 2)			81,000.00
LOT 3- TRAINING AND STARTER KITS SUPPLIES			
-TRAINING KITS			
30 pcs	Record Book, 100 leaves	120.00	3,600.00
30 pcs	Ballpen	15.00	450.00
30 pcs	Clear Envelope with handle	60.00	1,800.00
2 ream	Bookpaper, S24, A4	365.00	730.00
1 doz	Ordinary folder, white long	80.00	80.00
40 pcs	Certificate jacket, A4	80.00	3,200.00
1 pack	Special board paper A4 cream 100s	390.00	390.00
1 set	Ink Epson L4150 CMY and Black	1,500.00	1,500.00
3 bottle	Ethyl Alcohol, 70%, 500 ml	70.00	210.00
-STARTER KIT SUPPLIES			
30 set	Laminated PVC Board Food Safety signage, 8"x13", 8 designs per set	2,000.00	60,000.00
30 set	Trashcan, XL, 2 pc per set with GAP Logo and label (biodegradable and non-biodegradable) -Pls see attached sample	1,500.00	45,000.00
30 pcs	Toilet Bowl	1,000.00	30,000.00
30 pcs	Plastic drum with cover, 80L with GAP Logo -Pls see attached sample	1,500.00	45,000.00
30 pcs	Traditional Buri hat	200.00	6,000.00
Sub-total (Lot 3)			197,960.00
LOT 4- VAN RENTAL			
4 units	Camarines Sur-Albay	9,000.00	36,000.00
Sub-total (Lot 4)			36,000.00
LOT 5- ADVOCACY SHIRT AND OTHER SUPPLIES			
40 pcs	Advocacy Shirt, Long sleeve, cotton with	450.00	18,000.00



	printed DA & GAP Logo -Pls see attached sample		
40 pcs	Stainless Insulated water bottle with GAP Advocacy Statement, 500ml -Pls see attached sample	500.00	20,000.00
1 pc	Tarpaulin 6ft x 9ft	1,000.00	1,000.00
Sub-total (Lot 5)			39,000.00
GRAND TOTAL:			380,460.00

For use during the 2024 PhilGAP Caravan. The agency intends to apply the amount **Three Hundred Eighty Thousand Four Hundred Sixty Pesos (Php380,460.00)** as the Approved Budget for the Contract. **Partial Bid is Allowed**

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) -ACCOMMODATION IN CAMARINES SUR

1. **SONRISA NATURAL FARM-** Magarao, Camarines Sur
 2. **VILLA CACERES HOTEL-** Naga City
 3. **AVENUE PLAZA HOTEL-** Naga City
- and all interested bidders

(LOT 2)- CATERING SERVICES IN CAMARINES SUR

1. **JEANINE'S EATERY-** Pili, Camarines Sur
 2. **DADDY COOKS CATERING SERVICES -** Pili Camarines sur
 3. **MAF COOP** Pili, Camarines Sur
- and all interested bidders

(LOT 3)- TRAINING AND STARTER KITS SUPPLIES

1. **RFK GENERAL MERCHANDISE -** Pili, Camarines Sur
 2. **ROCKWOOD CONSUMER GOODS TRADING-** Pili, Camarines Sur
 3. **PILI OFFICE SUPPLIES-** Pili, Camarines Sur
- and all interested bidders

(LOT 4)- VAN RENTAL

1. **AOL TRAVEL AND TOURS -** Legazpi City
 2. **DIOSA KOBI TRAVEL & TOURS -** Pili, Camarines Sur
 3. **BENMAR TRANSPORT EXSPRESS -** Legazpi City
- and all interested bidders

(LOT 5)- ADVOCACY SHIRT AND OTHER SUPPLIES

1. **RFK GENERAL MERCHANDISE -** Pili, Camarines Sur
 2. **AC ENTERPRISES -** Legazpi City, Albay
 3. **ATSKI GEMS AND FASHION TRENDS-** Legazpi City, Albay
- and all interested bidders

Are hereby requested to submit the following documents:

1. Mayor's Permit
2. PhilGEPS Registration



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

3. BIR Registration
4. Omnibus Sworn Statement for Lot 2 & 3
5. Menu for Lot 2 (Please see attached end-user's preferred menu)
6. Pictures/Brochure of Products being offered for Lot 3 & 5

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 29 April 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.

April 19, 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- ACCOMMODATION CAMARINES SUR, LOT 2-CATERING SERVICES IN CAMARINES SUR, LOT 3- TRAINING AND STARTER KITS SUPPLIES, LOT 4- VAN RENTAL AND LOT 5- ADVOCACY SHIRT AND OTHER SUPPLIES FOR USE DURING THE 2024 PHILGAP CARAVAN**

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)
LOT 1- ACCOMMODATION									
	Day 0- Accommodation with Dinner		10 pax						
	Day 1- Accommodation with Full board meals		10 pax						
								Sub-total (Lot 1)	
LOT 2- CATERING SERVICES									
	Day 1- Breakfast, AM Snack, Lunch, and PM Snack		60 pax						
	Day 2- Full meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner)		60 pax						
								Sub-total (Lot 2)	
LOT 3- TRAINING AND STARTER KITS SUPPLIES									
-TRAINING KITS									
	Record Book, 100 leaves		30 pcs						
	Ballpen		30 pcs						
	Clear Envelope with handle		30 pcs						
	Bookpaper, S24, A4		2 ream						
	Ordinary folder, white long		1 doz						
	Certificate jacket, A4		40 pcs						
	Special board paper A4 cream 100s		1 pack						
	Ink Epson L4150 CMY and Black		1 set						
	Ethyl Alcohol, 70%, 500 ml		3 bottle						
-STARTER KIT SUPPLIES									
	Laminated PVC Board Food Safety signage, 8"x13", 8 designs per set		30 set						
	Trashcan, XL, 2 pc per set with GAP Logo and label (biodegradable and non-		30 set						

	biodegradable)								
	Toilet Bowl		30 pcs						
	Plastic drum with cover, 80L with GAP Logo		30 pcs						
	Traditional Buri hat		30 pcs						
									Sub-total (Lot 3)
LOT 4- VAN RENTAL									
	Camarines Sur-Albay		4 units						
									Sub-total (Lot 4)
LOT 5- ADVOCACY SHIRT AND OTHER SUPPLIES									
	Advocacy Shirt, Long sleeve, cotton with printed DA & GAP Logo		40 pcs						
	Stainless Insulated water bottle with GAP Advocacy Statement, 500ml		40 pcs						
	Tarpaulin 6ft x 9ft		1 pc						
									Sub-total (Lot 5)
									GRAND TOTAL:

Name: _____

Legal Capacity: _____

Signature: _____

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

PHILGAP CARAVAN SUPPLIES







MENU FOR PHILGAP CARAVAN

MEALS	Option 1	Option 2	Option 3
DAY 0-Dinner (Packed)	Rice, Lechon Kawali, Vegetable Salad, Gelatin	Rice, Sinigang na Hipon, Grilled Liempo, Vegetable Salad	Rice, Sweet & Sour Fish, Fresh Lumpia, Cake Slice
DAY 1-Breakfast (Buffet)	Garlic Rice, Fried Daing, Creamy/Cheesy Scrambled Egg, Banana, Hot Coffee/Choco	Garlic Rice, Tocino/longganisa, Salted Egg, Banana, Hot Coffee/Choco	Garlic Rice, Fried Daing, Creamy/Cheesy Scrambled Egg, Banana, Hot Coffee/Choco
DAY 1-AM Snack	Carbonara and biscocho, Lemonade	Pancit Palabok, Emapanada, Buko Juice	Bihon with Puto, Fresh Cucumber Juice
DAY 1-Lunch	Rice, Bicol Express, Pinakbet, Buko Salad	Rice, Soup, Grilled Liempo, Chopsuey, Leche Flan	Rice, Seafood Kare-kare, Grilled fish, Maja Blanca
DAY 1-PM Snacks	Turon with Langka, Fresh Buko Juice	Steamed Siopao, pineapple juice	Camote Cue, Fresh Mango Juice
DAY 1-Dinner (Packed)	Rice, Sinigang na Hipon, Grilled Liempo, Vegetable Salad	Rice, Sweet & Sour Fish, Fresh Lumpia, Cake Slice	Rice, Lechon Kawali, Vegetable Salad, Gelatin
DAY 2-Breakfast (Packed)	Garlic Rice, Tocino/longganisa, Salted Egg, Banana, Hot Coffee/Choco	Garlic Rice, Fried Daing, Creamy/Cheesy Scrambled Egg, Banana, Hot Coffee/Choco	Garlic Rice, Fried Daing, Creamy/Cheesy Scrambled Egg, Banana, Hot Coffee/Choco
DAY 2-AM Snacks (Packed)	Pancit Palabok, Emapanada, Buko Juice	Bihon with Puto, Fresh Cucumber Juice	Carbonara and biscocho, Lemonade
DAY 2-Lunch (Packed)	Rice, Soup, Grilled Liempo, Chopsuey, Leche Flan	Rice, Korean spare-ribs, Pinakbet, Buko Salad	Rice, Seafood Kare-kare, Grilled fish, Maja Blanca
DAY 2-PM Snacks (Packed)	Camote Cue, Fresh Mango Juice	Turon with Langka, Fresh Buko Juice	Steamed Siopao, pineapple juice
DAY 2-Dinner (Packed)	Rice, Sweet & Sour Fish, Fresh Lumpia, Cake Slice	Rice, Lechon Kawali, Vegetable Salad, Gelatin	Rice, Sinigang na Hipon, Grilled Liempo, Vegetable Salad