



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES, LOT 2- TARPAULIN PRINTING AND LOT 3- SUPPLIES AND MATERIALS FOR USE IN THE CONDUCT OF TECHNOLOGY FESTIVAL CY 2024 OF RESEARCH DIVISION AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED SEVENTY THOUSAND FIVE HUNDRED PESOS (PHP170,500.00) 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			
30 pax	Day 1: Full meals (Breakfast, AM Snack, Lunch, PM Snack and Dinner)	800.00	24,000.00
75 pax	-(Breakfast, Lunch and PM Snack)	500.00	37,500.00
30 pax	Day 2: Full meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner)	800.00	24,000.00
50 pax	-(Breakfast, Lunch and PM Snack)	500.00	25,000.00
Sub-total (Lot 1)			110,500.00
LOT 2- TARPAULIN PRINTING			
30 pcs	2x3 (portrait) for Posters	200.00	6,000.00
1 pc	1.7m x 4.7m (backdraft)	1,500.00	1,500.00
1 pc	Arko	500.00	500.00
Sub-total (Lot 2)			8,000.00
LOT 3- SUPPLIES AND MATERIALS			
For Decoration:			
50 pcs	Styroball	100.00	5,000.00
20 pcs	Bamboo	150.00	3,000.00
20 pcs	Cocolumber (good lumber)	300.00	6,000.00
3 kls	Nail 1"	120.00	360.00
3 kls	Nail 2"	150.00	450.00
5 kls	Tire Wire	150.00	750.00
30 pcs	Creep paper (assorted)	50.00	1,500.00
20 pcs	Gluestick Small	10.00	200.00
20 pcs	Gluestick Big	15.00	300.00
1 pc	Glue gun, big	230.00	230.00
1 roll	Multi-use colored plastic fiesta flag, red	1,000.00	1,000.00
1 roll	Multi-use colored plastic fiesta flag, yellow	1,000.00	1,000.00
1 roll	Multi-use colored plastic fiesta flag, green	1,000.00	1,000.00
1 roll	Multi-use colored plastic fiesta flag, white	1,000.00	1,000.00
3 roll	Plastic Straw	100.00	300.00
14 pcs	Basket abacca	550.00	7,700.00
5 packs	Sewing pin, per packs	150.00	750.00
4 box	Thumb tacks push pin per box	55.00	220.00
30 yard	Handicraft raw materials, pure natural abaca per yard	280.00	8,400.00
Cooking Ingredients:			
4 kg	AP flour	100.00	400.00
2 kg	Rice flour	150.00	300.00
2 kg	Glutinous rice flour	145.00	290.00



5 pack	Desiccated coconut	160.00	800.00
5 cans	Condensed milk, 370g	130.00	650.00
2 packs	Powdered milk	190.00	380.00
1 kg	Margarine	300.00	300.00
6 bar	Butter	150.00	900.00
6 cans	Evaporated milk, 370 ml	75.00	450.00
4 box	All-purpose cream	180.00	720.00
4 kg	Sugar, washed	180.00	720.00
2 kg	Sugar, white	160.00	320.00
2 kg	Sugar, brown	120.00	240.00
1 tray	Eggs, large	350.00	350.00
3 packs	Baking powder	60.00	180.00
3 bottle	Vanilla Essence	70.00	210.00
5 packs	Paper liner	50.00	250.00
4 packs	Parchment paper	160.00	640.00
2 kg	Squash	150.00	300.00
2 kg	Carrots	180.00	360.00
4 kg	Oil, premium	200.00	800.00
2 kg	Salt	60.00	120.00
4 packs	Black pepper powder	70.00	280.00
4 packs	Cheese powder	80.00	320.00
4 packs	Cheese spread, 200g	210.00	840.00
4 pcs	Cheese bar	180.00	720.00
5 cont.	Butane (refill)	200.00	1,000.00
Sub-total (Lot 3)			52,000.00
GRAND TOTAL			170,500.00

For use in the conduct of Technology Festival CY 2024 of Research Division. The agency intends to apply the amount **One Hundred Seventy Thousand Five Hundred Pesos (Php170,500.00)** 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

1. **SAUTE AND SIMMER CATERING SERVICES** – San Fernando Camarines Sur
2. **JEANINE’S EATERY** – Pili, Camarines Sur
3. **MAF COOP**– Pili, Camarines Sur
and all interested bidders

LOT 2- TARPAULIN PRINTING

1. **PIXELGEMS GRAPIX ADVERTISING** – Pili, Camarines Sur
2. **AMS PRESS** – Naga City
3. **RFK GENERAL MERCHANDISE**– Pili, Camarines Sur
and all interested bidders

LOT 3- SUPPLIES AND MATERIALS

1. **RFK GENERAL MERCHANDISE** – Pili, Camarines Sur
2. **ROCKWOOD CONSUMER GOODS TRADING**- Pili, Camarines Sur
3. **ALSON’S TRADING** – Pili, Camarines Sur



and all interested bidders

Are hereby requested to submit the following document:

1. Mayor's Permit
2. PhilGEPS Registration
3. BIR Registration
4. Omnibus Sworn Statement for Lot 1&3
5. Menu for Lot 1 (Please see attached end-user's preferred menu)
6. Pictures/brochure of products being offered for Lot 2 & 3

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 25, 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 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

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, LOT 2- TARPAULIN PRINTING AND LOT 3- SUPPLIES AND MATERIALS FOR USE IN THE CONDUCT OF TECHNOLOGY FESTIVAL CY 2024 OF RESEARCH DIVISION**

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									
	Day 1: Full meals (Breakfast, AM Snack, Lunch, PM Snack and Dinner) -(Breakfast, Lunch and PM Snack)		30 pax 75 pax						
	Day 2: Full meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner) -(Breakfast, Lunch and PM Snack)		30 pax 50 pax						
								Sub-total (Lot 1)	
LOT 2- TARPAULIN PRINTING									
	2x3 (portrait) for Posters		30 pcs						
	1.7m x 4.7m (backdraft)		1 pc						
	Arko		1 pc						
								Sub-total (Lot 2)	
LOT 3- SUPPLIES AND MATERIALS									
For Decoration:									
	Styroball		50 pcs						
	Bamboo		20 pcs						
	Cocolumber (good lumber)		20 pcs						
	Nail 1"		3 kls						
	Nail 2"		3 kls						
	Tire Wire		5 kls						
	Creep paper (assorted)		30 pcs						
	Gluestick Small		20 pcs						
	Gluestick Big		20 pcs						
	Glue gun, big		1 pc						
	Multi-use colored plastic fiesta flag, red		1 roll						
	Multi-use colored plastic fiesta flag, yellow		1 roll						

	Multi-use colored plastic fiesta flag, green		1 roll					
	Multi-use colored plastic fiesta flag, white		1 roll					
	Plastic Straw		3 roll					
	Basket abacca		14 pcs					
	Sewing pin, per packs		5 packs					
	Thumb tacks push pin per box		4 box					
	Handicraft raw materials, pure natural abaca per yard		30 yard					

Cooking Ingredients:

	AP flour		4 kg					
	Rice flour		2 kg					
	Glutinous rice flour		2 kg					
	Desiccated coconut		5 pack					
	Condensed milk, 370g		5 cans					
	Powdered milk		2 packs					
	Margarine		1 kg					
	Butter		6 bar					
	Evaporated milk, 370 ml		6 cans					
	All-purpose cream		4 box					
	Sugar, washed		4 kg					
	Sugar, white		2 kg					
	Sugar, brown		2 kg					
	Eggs, large		1 tray					
	Baking powder		3 packs					
	Vanilla Essence		3 bottle					
	Paper liner		5 packs					
	Parchment paper		4 packs					
	Squash		2 kg					
	Carrots		2 kg					
	Oil, premium		4 kg					
	Salt		2 kg					
	Black pepper powder		4 packs					
	Cheese powder		4 packs					
	Cheese spread, 200g		4 packs					
	Cheese bar		4 pcs					
	Butane (refill)		5 cont.					

Sub-total (Lot 3)

GRAND TOTAL:

Name: _____

Legal Capacity: _____

Signature: _____

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

MENU FOR TECHNOLOGY FESTIVAL MAY 15-16, 2024

DAY 1: FULL MEAL

BREAKFAST

Vegetable omelet
Pork tapa
Garlic rice
Hot coffee

AM Snacks

Macaroni salad
Pizza roll
Juice

LUNCH

Rice
Roasted rosemary chicken
Buttered vegetables
Crab relleno
Tropical fruit salad
Bottled water

PM Snacks

Tuna sandwich
Earth salad
Juice

DINNER

Rice
Baby back ribs
Chicken pastel
Panacota
Bottled water

DAY 2: FULL MEAL

BREAKFAST

Rice
Fried daing abo with ensaladang talong
Tocino
Hot coffee
Bottled water

AM Snacks

German potato salad
Grilled chicken sandwich
Juice

LUNCH

Rice
Caldereta
Fish fillet
Buko pandan
Bottled water

PM Snack

Bake macaroni
Cheese sticks
Juice

DINNER

Rice
Sweet and source fish
Pork shanghai
Caramel moist cake
Bottled water

DAY 1: AM SNACKS, LUNCH & PM SNACKS

AM Snacks

Sotangon guisado
Cheese puto
Juice

LUNCH

Rice
Roasted rosemary chicken
Buttered vegetables
Tropical fruit salad
Bottled water

PM Snacks

Tuna sandwich
Earth salad
Juice

DAY 2: : AM SNACKS, LUNCH & PM SNACKS

AM Snacks

Classic carbonara
Garlic bread
Juice

LUNCH

Rice
Caldereta
Fish fillet
Buko pandan
Bottled water

PM Snack

Club house sandwich
Sweet potato fried
Juice