



Masaganang Agrikultura,
Maunlad na Ekonomiya

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

(SVP-SAAD-03-2024) REQUEST TO SUBMIT PROPOSAL FOR THE (LOT 1) FOOD AND ACCOMMODATION IN SORSOGON AND (LOT 2) TRAINING SUPPLIES/KITS FOR THE CONDUCT OF TRAINING ON ENHANCED LAYER POULTRY PRODUCTION AND MANAGEMENT IN SORSOGON AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SIX HUNDRED FORTY FOUR THOUSAND EIGHT HUNDRED SIXTY FIVE PESOS (PHP644,865.00) 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 ff:

Quantity		Particulars	Unit price	Total Price
(LOT 1) FOOD AND ACCOMMODATION IN SORSOGON (6 batches)				
10	Pax	Day 0 - Lunch, PM Snack and Dinner (6 batches)	700.00/pax/day/batch	P42,000.00
35	Pax	Day 1 - Breakfast, AM Snack, Lunch, PM Snack and Dinner (6 batches)	1,000.00/pax/day/batch	P210,000.00
10	Pax	Day 2 - Breakfast and AM Snack (6 batches)	300.00/pax/day/batch	18,000.00
		Note: * Menu should be nutritionally balanced and drinks must be healthy * Main course shall include 3 viands (fish, meat, veggies, and dessert)		
10	Pax	Lodging of Facilitators (2 days) (6 batches)	1,000.00/pax/day/batch	120,000.00
		Note: * Room should be clean and air-conditioned * with free Wi-Fi access * with toiletries * with free-flowing coffee/tea * with continuous water supply * with adequate parking space * with standby generator in case of brownout		
TOTAL FOR LOT 1				P390,000.00
(LOT 2) TRAINING SUPPLIES/KITS				
210	pcs	Notebook, 80 lvs	50.00	10,500.00
210	pcs	Ordinary Ballpen, 0.5 black	20.00	4,200.00
210	pcs	Cloth envelope, canvass material, with Zipper, long size, color: blue	100.00	21,000.00
270	pcs	Sweatshirt with DA Logo, customized print	400.00	108,000.00
210	pcs	Hand Towel, color: white, High Quality cotton	20.00	4,200.00
240	pcs	Advocacy Cap/Bucket Hat, customized printed/embroidered, with adjustable neck strap	250.00	60,000.00
270	pcs	Foldable round fan, customized; with logo; diameter 9.75in x 9.75in	50.00	13,500.00



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12	box	Multicopy S-24, A4 Bond Paper, 5 reams/box	1,000.00	12,000.00
18	pack	Disposable Batteries, AA (4pcs/pack)	807.50	14,535.00
6	pack	Duct Tape, 2 inch, Silver	155.00	930.00
6	pcs	Tarpaulin, 8 x 5ft	1,000.00	6,000.00
			TOTAL FOR LOT 2	P254,865.00
			GRAND TOTAL	P644,865.00

FOR THE CONDUCT OF TRAINING ON ENHANCED LAYER POULTRY PRODUCTION AND MANAGEMENT IN SORSOGON. The Agency Intends to apply the amount **SIX HUNDRED FORTY FOUR THOUSAND EIGHT HUNDRED SIXTY FIVE PESOS (PHP644,865.00)** 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) - SORSOGON

1. **CASA FELIZ**, Juban, Sorsogon City;
2. **F.E. LEE SPORTS BAR**, Sorsogon; **and**
3. **SORSOGON PARADISE RESORT**, Sorsogon City; and all interested caterers/bidders

(LOT 2) – TRAINING KITS & TRAINING SUPPLIES

1. **RFK GEN. MDSE**, Pili, Camarines Sur; **and**
2. **PILI SCHOOL SUPPLIES**, Pili, Camarines Sur
3. **CATHY SILVA GENERAL MERCHANDISE**, Magarao, Camarines Sur and all interested suppliers/bidders

Are hereby requested to submit the following documents:

1. Mayor's Permit 2023
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Annual Income Tax Return (2022)
5. Omnibus Sworn Statement (Revised)
6. BIR Registration
7. Menu/ Brochure (Please see attached preferred menu) for Lot 1

The bidders are required to pay Php500.00 per lot for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in duplicate and marked with index/ear tabs or side-end tabs to identify the page components, 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 not later than 09:30 in the morning of 05 April 2024 at 3rd Floor, Sta Catalina Hall, Operations Building, DA RFO-V, Pili, Camarines Sur. Opening of proposal will be on the same date at 10:00 in the morning.



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Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information please see or call BAC Secretariat, Legal Office, Tel. No. (054) 477-33-56.

01 April 2024, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, ILD
Chairperson, Bids and Awards Committee



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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:]*

[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



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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



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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 _____ (**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.)



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MENU FOR SAAD LIVESTOCK (POULTRY) TRAINING

	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 0	Fried Rice Fried Daing na Bangus Egg Fresh Fruit (Dessert) Chocodrink/Coffee	Pancit Guisado Banana Fritters Fruit Juice	Rice Fried Chicken Ampalaya guisado Pork Mechado Fresh Fruits (Dessert) Drinking Water	Pancit Bihon Guisado Clubhouse Sandwich Fruit Juice	Rice Pork sinigang Grilled Fish Buttered Veggies Fresh Fruit (Dessert) Drinking Water
Day 1	Fried rice Hotdog Egg Fresh Fruits (Dessert) Chocodrink/Coffee	Pasta/Spaghetti Toasted Garlic Bread Fruit Juice	Rice Pork Kare-Kare Lumpiang Shanghai Chopsuey Fresh Fruits (Dessert) Drinking Water	Pasta/Carbonara Toasted Garlic Bread Fruit Juice	Rice Adobong Manok Fried Fish Ginataang Gulay Fresh Fruit (Dessert) Drinking Water
Day 2	Fried Rice Tinapa Egg Fresh Fruit Chocodrink/Coffee	Sotanghon Guisado Camote Fritters Fruit Juice	Rice Pork Igado Grilled Chicken Ginataang Sitaw-Kalabasa Fresh Fruits (Dessert) Drinking Water	Pasta/Spaghetti Toasted Garlic Bread Fruit Juice	



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ENHANCED TRAINING ON LAYER POULTRY PRODUCTION AND MANAGEMENT

1. SWEATSHIRT PRINT SPECIFICATIONS:

PRINT LOCATIONS:

1. LEFT BREAST AREA OF THE SWEATSHIRT

SIZE OF LOGO: 2.5 INCHES DIAMETER



2. BACK PRINT OF SWEATSHIRT: FOR THE PRINT AT THE BACK OF THE SWEATSHIRT, PLEASE REFER TO THE DESIGN AT THE NEXT PAGE.

SIZE OF PRINT DESIGN: 10.5 INCHES (HEIGHT) X 8.25 INCHES (WIDTH)



2. ADVOCACY CAP/ BUCKET HAT PRINT SPECIFICATIONS:

PRINT LOCATION: FRONT PANEL OF HAT/CAP

SIZE OF LOGO: HEIGHT = 2 INCHES; WIDTH = 2 INCHES

3. FOLDABLE ROUND FAN PRINT SPECIFICATIONS:

PRINT LOCATION: SINGLE SIDE OF THE FAN

SIZE OF LOGO: 7 INCHES DIAMETER





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For Goods Offered From Within the Philippines

Name of project: **(LOT 1) FOOD AND ACCOMMODATION IN SORSOGON AND (LOT 2) TRAINING SUPPLIES/KITS FOR THE CONDUCT OF TRAINING ON ENHANCED LAYER POULTRY PRODUCTION AND MANAGEMENT IN SORSOGON**

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) FOOD AND ACCOMMODATION IN SORSOGON (6 batches)									
	Day 0 - Lunch, PM Snack and Dinner (6 batches)		10	pax/day /batch					
	Day 1 - Breakfast, AM Snack, Lunch, PM Snack and Dinner (6 batches)		35	pax/day /batch					
	Day 2 - Breakfast and AM Snack (6 batches)		10	pax/day /batch					
	Note: * Menu should be nutritionally balanced and drinks must be healthy * Main course shall include 3 viands (fish, meat, veggies, and dessert)								
	Lodging of Facilitators (2 days) (6 batches)		10	pax/day /batch					
	Note: * Room should be clean and air-conditioned * with free Wi-Fi access * with toiletries * with free-flowing coffee/tea * with continuous water supply * with adequate parking space * with standby generator in case of brownout								
TOTAL FOR LOT 1									

(LOT 2) TRAINING SUPPLIES/KITS									
	Notebook, 80 lvs		210	pcs					
	Ordinary Ballpen, 0.5 black		210	pcs					
	Cloth envelope, canvass material, with Zipper, long size, color: blue		210	pcs					
	Sweatshirt with DA Logo, customized print		270	pcs					
	Hand Towel, color: white, High Quality cotton		210	pcs					
	Advocacy Cap/Bucket Hat, customized printed/embroidered, with adjustable neck strap		240	pcs					
	Foldable round fan, customized; with logo; diameter 9.75in x 9.75in		270	pcs					
	Multicopy S-24, A4 Bond Paper, 5 reams/box		12	box					
	Disposable Batteries, AA (4pcs/pack)		18	pack					
	Duct Tape, 2 inch, Silver		6	pack					
	Tarpaulin, 8 x 5ft		6	pcs					
TOTAL FOR LOT 2									
GRAND TOTAL									

Name: _____
 Legal Capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____