



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
REGIONAL FIELD OFFICE NO. 5

San Agustin, Pili, Camarines Sur  
Telephone No. (054) 8712040 to 49  
Email:da5ored@yahoo.com

PROJECT TITLE: LOT 1: CATERING SERVICES (ALBAY)  
AND LOT 2: CATERING SERVICES (CATANDUANES),  
LOT 3: ADVOCACY SHIRT, SUPPLIES & MATERIALS,  
TARPAULIN, LOT 4: VAN RENTAL (ALBAY & TABACO  
PORT) 176k

(SVP#28-2024-PMED) REQUEST TO SUBMIT QUOTATION OF PROPOSAL FOR THE SUPPLY AND DELIVERY OF **LOT 1: CATERING SERVICES (ALBAY) AND LOT 2: CATERING SERVICES (CATANDUANES), LOT 3: ADVOCACY SHIRT, SUPPLIES & MATERIALS, TARPAULIN, LOT 4: VAN RENTAL (ALBAY & TABACO PORT)** FOR USE UNDER PLANNING MONITORING AND EVALUATION DIVISION CY 2024 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING **ONE HUNDRED SEVENTY-SIX THOUSAND FIVE HUNDRED SIXTY PESOS (P 176,560.00)**. 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 quotation for the ff:

QTY.	UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
<b>LOT 1: CATERING SERVICES (ALBAY)</b>				
<b>TRAINING ON CROP DEVERSIFICATION FOR FARM YOUTH</b>				
		DAY 1	150.00	1,500.00
10	Pax	Breakfast	450.00	13,500.00
30	Pax	AM Snacks, Lunch, PM Snacks	200.00	2,000.00
10	Pax	Dinner		
		DAY 2	150.00	1,500.00
10	Pax	Breakfast	450.00	13,500.00
30	Pax	AM Snacks, Lunch, PM Snacks	200.00	<u>2,000.00</u>
10	Pax	Dinner		
<b>SUB-TOTAL(Lot 1):</b>				<b><u>34,000.00</u></b>
<b>LOT 2: CATERING SERVICES (CATANDUANES)</b>				
<b>TRAINING ON MEAT PROCESSING AND PACKAGING</b>				
<b>Catering Services</b>				
		Day 0		
10	Pax	PM Snacks & Dinner	400.00	4,000.00
		Day 1		
10	Pax	Breakfast & Dinner	370.00	3,700.00
30	Pax	AM Snacks, Lunch, PM Snacks	490.00	14,700.00
		Day 2		
10	Pax	Breakfast & Dinner	370.00	3,700.00
30	Pax	AM Snacks, Lunch, PM Snacks	490.00	14,700.00
		Day 3		
5	Pax	Breakfast	150.00	<u>750.00</u>
<b>SUB-TOTAL(Lot 2):</b>				<b><u>41,550.00</u></b>
<b>LOT 3: TRAINING, SUPPLIES &amp; MATERIALS, TARPAULIN</b>				
<b>TRAINING ON CROP DEVERSIFICATION FOR FARM</b>				
<b>Training Supplies</b>				
30	Pcs	Notebook 100 Leaves	85.00	2,550.00
30	Pcs	Ballpen	32.00	960.00
30	Pcs	Envelope (Long)	38.00	1,140.00
<b>Office Supplies</b>				
3	Reams	Bookpaper (A4)	230.00	690.00
3	Pcs	Certificate Frame (A4)	180.00	540.00



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3	Packs	Colored Paper (Long)	150.00	450.00
3	Packs	Laid Paper (A4, White)	400.00	1,200.00
		<b>Starket Kit</b>		
25	Pcs	Sprinkler	300.00	7,500.00
25	Pcs	Hoe	300.00	7,500.00
25	Pcs	Shovel	350.00	8,750.00
25	Pcs	Rake	150.00	3,750.00
100	Pcs	Seedling Tray	75.00	7,500.00
1	Pcs	Tarpaulin (3x5)		500.00
		<b>TRAINING ON MEAT PROCESSING AND PACKAGING</b>		
		<b>Training Supplies</b>		
25	piece	NOTEBOOK (PRO EARTH SPIRAL-100leaves)	75.00	1,875.00
25	piece	BALLPEN (HBW) - BLACK	15.00	375.00
25	piece	BROWN ENVELOPE - LONG	10.00	250.00
		<b>Office Supplies</b>		
3	ream	Advance Book Paper (substance 20 A4)	360.00	1,080.00
1	bottle	Ink EPSON L5190 (black) 003	450.00	450.00
1	bottle	Ink EPSON L5190 (blue) 003	450.00	450.00
1	bottle	Ink EPSON L5190 (magenta) 003	450.00	450.00
1	bottle	Ink EPSON L5190 (yellow) 003	450.00	450.00
1	pack	Laid Paper (A4)	250.00	250.00
10	pcs	Certificate Frame (A4)	132.00	1,320.00
		<b>Starter Kit</b>		
25	set	Measuring spoon (set of 6 - plastic)	50.00	1,250.00
25	pieces	Meat knife	150.00	3,750.00
25	pieces	Apron - white	100.00	2,500.00
6	pieces	Stainless basin (Medium)	50.00	300.00
3	pieces	Strainer - stainless 16 cm	200.00	600.00
3	pieces	Chopping board - white plastic-11x81/2	110.00	330.00
9	box	Gloves - white / disposable	30.00	270.00
25	pieces	Hairnet	10.00	250.00
3	pieces	Weighing scale for meat	250.00	750.00
3	pieces	Meat Grinder (Manual)	5,000.00	15,000.00
		<b>Return Demo (Ingredients)</b>		
10	kilo	Meat (Pork)	350.00	3,500.00
10	kilo	Meat (Chicken breast)	250.00	2,500.00
10	pack	Assorted Curing ingredients	200.00	2,000.00
3	kilo	Sugar - Brown	100.00	300.00
4	roll	Paper Towel	125.00	500.00
4	pack	Polypropylene plastic bag-medium size/clear	150.00	600.00
5	btl	Alcohol Isopropyl 70%	120.00	600.00
1	Pcs	Tarpaulin (3x5)		<u>500.00</u>
		<b>SUB-TOTAL(Lot 3):</b>		<b><u>85,480.00</u></b>
		<b>LOT 4: VAN RENTAL (Albay, Tabaco Port)</b>		
1	Unit	<b>Van Rental</b>	7,500.00	<u>7,500.00</u>
1	Unit	<b>Van Rental</b>	8,000.00	<u>8,000.00</u>
		<b>SUB-TOTAL(Lot 3):</b>		<b><u>15,500.00</u></b>
		<b>GRAND TOTAL</b>		<b>P176,560.00</b>



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The agency intent to apply the **ONE HUNDRED SEVENTY-SIX THOUSAND FIVE HUNDRED SIXTY PESOS (P 176,560.00)** for SUPPLY AND DELIVERY OF **LOT 1: CATERING SERVICES (ALBAY) AND LOT 2: CATERING SERVICES (CATANDUANES), LOT 3: TRAINING SUPPLIES & MATERIALS, TARPAULIN, LOT 4: VAN RENTAL (ALBAY AND TABACO PORT)** FOR USE UNDER PLANNING MONITORING AND EVALUATION DIVISION CY 2024 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: COOLSHINE**, Guinobatan, Albay **CASA BASILISA**, Guinobatan, Albay **BALBARE CATERING**, Tabaco, Albay **Lot 2- RAKDELL INN**, Virac, Catanduanes, **RHAJ**, Virac, Catanduanes, **QUEEN MARICEL INN**, Virac, **LOT 3: FJD GENERAL MERCHANDISE NAGA CITY, BONING'S TRADING**, NAGA CITY AND **RFK GENERAL MERCHANDISE, PILI, C.S.** **LOT 4: AOL TRAVEL AND TOUR**, LEGASPI CITY; **DIOSA KOBI**, PILI, C. S. AND **BENMAR**, LEGASPI CITY

1. Mayors Permit (updated or proof of renewal)
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Menu(with attached )

The bidders are required to pay **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 marked with ear tabs or side-end tabs to identify the page components, and shall be property 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 duly received by BAC Secretariat, through manual submission not later than 9:00am in the Morning of 17 April 2024** at BAC Office, DA RFO 5, San Agustin, Pili, Cam. Sur. **Late bids shall not be accepted.** Opening of Proposal shall be at 10:00am onwards at 3<sup>rd</sup> Floor, Operations Building, DA RFO-V, Pili, Camarines Sur.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili, or via email **bacrfo5@gmail.com**.

11 April 2024, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
Chief, Integrated Laboratory Division  
Chairperson, Bids and Awards Committee



## 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;**



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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 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.



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**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]*





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**MENU**

MEALS	DAY 1
BREAKFAST	Hotdog, Sunny Side-Up, Garlic Coffee, Coffee, Fruit in Season
	Beef Meatloaf, Scrambled Egg, Garlic Rice, Coffee, Fuit in Season
	Sunny Side up, Tuyo, lonnganisa, Banana/Bottled Water
AM SNACKS	Pancit Palabok, Emapanada, Buko Juice
	Bihon with Puto, Fresh Cucumber Juice
	Spaghetti and garlic bread, Fresh Cucumber Juice
	Puto with Dinuguan, Buko Juice
	Pansit Guisado with Sandwich Bread, Juice
	Spaghetti, Toasted Bread, Juice
	palabok w/ puto cheese, lemon soda
	Chiffon Cake, Iced Ginger Tea
	Steamed Siopao, Blue Lemonade
	Sandwich, Sotanghon, Juice
LUNCH	Rice, Crab Omelet, Vegetable Casserole, Leche Flan
	Rice, Korean spare-ribs, Fresh Lumpia, Buko Salad
	Rice, Beef or seafood Kare-Kare, Siomal, Buko Salad
	Rice Grilled Liempo, Banana Blossom Salad, Leche Flan
	Mushroom Soup, Rice, Fresh Lumpia Fried Chicken, Buko Salad, Juice
	Rice, beef steak, mix veggies, Banana, Bottled Water
	Fried chicken, Chopsuey, Rice, Banana, Bottled water
	Rice, beef steak, mix veggies, leche flan, Bottled Water
	Pochero, Buttered Shrimp, Inihaw na Isda, Rice, Dessert
	Cream of Corn Soup, Vegetable Casserole, Roasted Chicken
	Steamed Rice, Leche Flan
Sinampalukang Manok, Bagnet Bicol Style, Sauteed Vegetables Kanin Puti, Fresh Fruits	
PM SNACKS	Clubhouse Sandwich, -Fresh-Mango Juice
	Cheeseburger, Fresh Buko Juice
	3 pcs Kutchinta, Fresh Buko Juice
	2 pes Turon, Fresh Mango Juice
	Sotanghon, Guisado, Pizza Bread with Fries Juice
	chiffon cake, minute maid
	Pansit Guisado, Cheese Brea, C2
	Ensaymada, Sotanghon, softdrinks
	Bihon w/ Bread, Tea w/ Lemon
	Bihon Guisado with bread, Pomelo Juice
Empanada, Bihon, Juice in can	
DINNER	Alugbati soup,Rice, Pili Crusted Tanigue W/ Hot Mango Dip, Mixed Vegetable Salad, Tempura Mushroom, Patola W/ Dried Scallop, Guyabano Square
	Chicken Tinola, Vegetable Sisig, Grilled Liempo, Steamed Rice, Fruity Leche Plan
	Kalabasa soup, Stir Fry Okra w/ Mushroom, Lumpia Daing, Stuffed Chicken, Suman, Colored Rice, Juice



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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: \_\_\_\_\_

Legal capacity : \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the bid for and behalf of: \_\_\_\_\_





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**For Goods Offered from Within the Philippines**

Name of the Project: **LOT 1: CATERING SERVICES (ALBAY) AND LOT 2: CATERING SERVICES (CATANDUANES), LOT 3: ADVOCACY SHIRT, SUPPLIES & MATERIALS, TARPAULIN, LOT 4: VAN RENTAL (ALBAY & TABACO PORT)**

Name of Bidder:/Authorized representative: \_\_\_\_\_

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)
	<b>LOT 1: CATERING SERVICES (ALBAY)</b> <b>TRAINING ON CROP DEVERSIFICATION FOR FARM YOUTH</b> DAY 1 Breakfast AM Snacks, Lunch, PM Snacks Dinner DAY 2 Breakfast AM Snacks, Lunch, PM Snacks Dinner <p style="text-align: right;"><b>SUB-TOTAL</b></p>		10pax 30pax 10pax  10pax 30pax 10pax						
	<b>LOT 2: CATERING SERVICES (CATANDUANES)</b> <b>TRAINING ON MEAT PROCESSING AND PACKAGING</b> <b>Catering Services</b> Day 0 PM Snacks & Dinner Day 1 Breakfast & Dinner AM Snacks, Lunch, PM Snacks Day 2		10pax  10pax 30pax						



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<p>Breakfast &amp; Dinner          AM Snacks, Lunch, PM Snacks          Day 3          Breakfast</p>	<p><b>SUB-TOTAL:</b></p>		<p>10pax          30pax          5pax</p>					
<p><b>LOT 3: TRAINING, SUPPLIES &amp; MATERIALS, TARPAULIN</b></p> <p><b>TRAINING ON CROP DEVERSIFICATION FOR FARM</b>  <b>Training Supplies</b>          Notebook          Ballpen          Envelope  <b>Office Supplies</b>          Bookpaper (A4)          Certificate Frame (A4)          Colored Paper (Long)          Laid Paper (A4, White)  <b>Starket Kit</b>          Sprinkler          Hoe          Shovel          Rake          Seedling Tray          Tarpaulin</p> <p><b>TRAINING ON MEAT PROCESSING AND PACKAGING</b>  <b>Training Supplies</b>          NOTEBOOK (PRO EARTH SPIRAL-100leaves)          BALLPEN (HBW) - BLACK          BROWN ENVELOPE - LONG</p> <p><b>Office Supplies</b>          Advance Book Paper (substance 20 A4)          Ink EPSON L5190 (black) 003</p>			<p>30pcs          30pcs          30pcs          3reams          3pcs          3packs          3packs          25pcs          25pcs          25pcs          25pcs          100pcs          1pcs          25pcs          25pcs          25pcs          3ream          1bottle</p>					



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<p>AGONG PILIPINAS</p>	<p>Ink EPSON L5190 (blue) 003          Ink EPSON L5190 (magenta) 003          Ink EPSON L5190 (yellow) 003          Laid Paper (A4)          Certificate Frame (A4)</p> <p><b>Starter Kit</b>          Measuring spoon (set of 6 - plastic)          Meat knife          Apron - white          Stainless basin (Medium)          Strainer - stainless 16 cm          Chopping board - white plastic-11x81/2          Gloves - white / disposable          Hairnet          Weighing scale for meat          Meat Grinder (Manual)</p> <p><b>Return Demo (Ingredients)</b>          Meat (Pork)          Meat (Chicken breast)          Assorted Curing ingredients          Sugar - Brown          Paper Towel          Polypropylene plastic bag-medium size/clear          Alcohol Isopropyl 70%          Tarpaulin</p> <p style="text-align: right;"><b>SUB-TOTAL:</b></p>		<p>1bottle          1bottle          1bottle          1pack          10pcs</p> <p>25sets          25pcs          25pcs          6pcs          3pcs          3pcs          9boxes          25pcs          3pcs          3pcs</p> <p>10kilos          10kilos          10packs          3kilos          4rolls          4packs          5bottles          1pcs</p>					
	<p><b>LOT 4: VAN RENTAL (Albay, Tabaco Port)</b>  <b>Van Rental</b>  <b>Van Rental</b></p> <p><b>SUB-TOTAL:</b></p>		<p>1Van          1Van</p>					
	<p style="text-align: right;"><b>Grand Total:</b></p>							

Signature: \_\_\_\_\_  
 (In the capacity of) \_\_\_\_\_  
 Duly authorized to sign Bid for and behalf of \_\_\_\_\_