



Masaganang Agrikultura,
Maaaring na Ekonomiya

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

(SVP-RICE-33-2024) REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE AT PAFES IMPLEMENTATION UNDER RICE PROGRAM 2024 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED FORTY-NINE THOUSAND THREE HUNDRED FIFTY-ONE PESOS (PHP449,351.00) 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	UNIT	PARTICULARS	UNIT COST	TOTAL COST
250	Ream	Bookpaper, S-20, A4 (ream)	240.00	60,000.00
100	Ream	Bookpaper, S-20, Long (ream)	260.00	26,000.00
50	Ream	Bookpaper, S-20, Short (ream)	240.00	12,000.00
50	Doz	Expanding Folder (Green) Long	144.00	7,200.00
200	Pcs.	Cloth Envelope, Long, Green	55.00	11,000.00
50	Doz	Folder, Ordinary, Long, Brown	78.00	3,900.00
60	Doz	Expanding Envelope, Long (Brown)	160.00	9,600.00
25	Pack	Photopaper, Premium High Glossy, A4	136.00	3,400.00
25	Pack	Sticker Paper, Long	50.00	1,250.00
50	Pack	Specialty paper, white, A4 180gsm, 100 sheets	300.00	15,000.00
50	doz	Certificate Holder, A4	1,150.00	57,500.00
50	doz	Certificate jackets, A4	1,200.00	60,000.00
300	pcs	Cartolina papers, assorted colors	10.00	3,000.00
10	Pack	Colored Papers, Premium Assorted Colors, Long, 250's	275.00	2,750.00
15	Pcs.	File Box with cover	495.00	7,425.00
15	Pcs.	File box	200.00	3,000.00
32	Pcs.	Molar File	105.00	3,360.00
10	Pcs.	Heavy Duty Puncher	237.40	2,374.00
25	Pcs.	Tape (Masking Tape, 2")	35.00	875.00
25	Pcs.	Tape (Transparent/Scotch, 2")	55.00	1,375.00
30	Pcs.	Tape (Transparent/Scotch, 1")	25.00	750.00
30	Pcs.	Tape (Packing, 3")	75.00	2,250.00
100	Pcs.	Correction Tape	35.00	3,500.00
32	Pcs.	Record Book - Shiny (500 pgs)	150.00	4,800.00
50	Box	Paper Clip, Large	126.00	6,300.00
30	Box	Paper Fastener, Plastic	75.00	2,250.00
10	Pcs.	Pencil Sharpener, Heavy Duty	295.00	2,950.00
50	Box	Pencil (No. 2)	78.00	3,900.00
40	Pcs.	Permanent Marker (broad), Black	38.00	1,520.00
40	Pcs.	Permanent Marker (broad), Blue	38.00	1,520.00
1000	Pcs.	Notebook, With Spring	35.00	35,000.00
10	Box	Black Ballpen, 50's	250.00	2,500.00
10	Box	Blue Ballpen, 50's	250.00	2,500.00
50	Box	Signpen, black, liquid/gel ink, 0.5mm needle tip	320.00	16,000.00



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50	Box	Signpen, blue, liquid/gel ink, 0.5mm needle tip	320.00	16,000.00
10	Bottle	Glue (473 ml)	279.00	2,790.00
10	Box	Highlighter, Assorted Color, 10's	700.00	7,000.00
50	Pcs.	Sticky Note, 3"x3"	20.00	1,000.00
50	Pcs.	Sticky Note, 3"x5"	40.00	2,000.00
50	Pcs.	Sticky Note, 1"X3"	15.00	750.00
100	Box	Staple Wire #35	50.00	5,000.00
25	Pcs.	Stapler (Heavy duty), with Staple Remover	360.00	9,000.00
25	Box	Clip, backfold, 32mm, 12 pcs/box	140.00	3,500.00
25	Box	Clip, backfold, 51mm, 12 pcs/box	180.00	4,500.00
3	Pcs.	Refill Ink, Black	150.00	450.00
9	Pcs.	Scissors, Large 8"	68.00	612.00
10	Pcs.	Tape Dispenser, Medium	120.00	1,200.00
20	Box	Push Pins, Assorted colors	35.00	700.00
70	box	Facial Tissue, Unscented, 3 ply, 190 pulls	150.00	10,500.00
100	rolls	3-Ply Tissue	40.00	4,000.00
30	pcs	Alcohol, 70% Solution, scented, 500 ml	120.00	3,600.00
			TOTAL	Php 449,351.00

For use at PAFES Implementation under Rice Program 2024. The agency intends to apply the amount **Four Hundred Forty-Nine Thousand Three Hundred Fifty-One Pesos (Php449,351.00)** as the Approved Budget for the Contract. Partial Bid is NOT 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, **Allan Justine General Merchandise**, San Isidro, Magarao, Camarines Sur; **Boning's Trading**, Naga City, Camarines Sur; **Rockwood Consumer Good's Trading**, Pili, Camarines Sur and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Picture of product being offered

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 through manual submission not later than 9:00 in the morning of 14 June 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 10:00AM onwards at 2nd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.



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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.

June 7, 2024 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
OIC-RTD for Research and Regulations
Chairperson, Bids and Awards Committee

**BID FORM
(SVP-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: _____

Contact No. & Email address: _____

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 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: **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE AT PAFES IMPLEMENTATION UNDER RICE PROGRAM 2024**

Name of Bidder: _____.

1	2	3	4		5	6	7	8	9	10
Item		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)
1	Bookpaper, S-20, A4 (ream)		250	Ream						
2	Bookpaper, S-20, Long (ream)		100	Ream						
3	Bookpaper, S-20, Short (ream)		50	Ream						
4	Expanding Folder (Green) Long		50	Doz						
5	Cloth Envelope, Long, Green		200	Pcs.						
6	Folder, Ordinary, Long, Brown		50	Doz						
7	Expanding Envelope, Long (Brown)		60	Doz						
8	Photopaper, Premium High Glossy, A4		25	Pack						
9	Sticker Paper, Long		25	Pack						
10	Specialty paper, white, A4 180gsm, 100 sheets		50	Pack						
11	Certificate Holder, A4		50	doz						
12	Certificate jackets, A4		50	doz						
13	Cartolina papers, assorted colors		300	pcs						
14	Colored Papers, Premium Assorted Colors, Long, 250's		10	Pack						
15	File Box with cover		15	Pcs.						
16	File box		15	Pcs.						
17	Molar File		32	Pcs.						
18	Heavy Duty Puncher		10	Pcs.						
19	Tape (Masking Tape, 2")		25	Pcs.						

20	Tape (Transparent/Scotch, 2")		25	Pcs.					
21	Tape (Transparent/Scotch, 1")		30	Pcs.					
22	Tape (Packing, 3")		30	Pcs.					
23	Correction Tape		100	Pcs.					
24	Record Book - Shiny (500 pgs)		32	Pcs.					
25	Paper Clip, Large		50	Box					
26	Paper Fastener, Plastic		30	Box					
27	Pencil Sharpener, Heavy Duty		10	Pcs.					
28	Pencil (No. 2)		50	Box					
29	Permanent Marker (broad), Black		40	Pcs.					
30	Permanent Marker (broad), Blue		40	Pcs.					
31	Notebook, With Spring		1000	Pcs.					
32	Black Ballpen, 50's		10	Box					
33	Blue Ballpen, 50's		10	Box					
34	Signpen, black, liquid/gel ink, 0.5mm needle tip		50	Box					
35	Signpen, blue, liquid/gel ink, 0.5mm needle tip		50	Box					
36	Glue (473 ml)		10	Bottle					
37	Highlighter, Assorted Color, 10's		10	Box					
38	Sticky Note, 3"x3"		50	Pcs.					
39	Sticky Note, 3"x5"		50	Pcs.					
40	Sticky Note, 1"X3"		50	Pcs.					
41	Staple Wire #35		100	Box					
42	Stapler (Heavy duty), with Staple Remover		25	Pcs.					
43	Clip, backfold, 32mm, 12 pcs/box		25	Box					
44	Clip, backfold, 51mm, 12 pcs/box		25	Box					
45	Refill Ink, Black		3	Pcs.					
46	Scissors, Large 8"		9	Pcs.					
47	Tape Dispenser, Medium		10	Pcs.					
48	Push Pins, Assorted colors		20	Box					
49	Facial Tissue, Unscented, 3 ply, 190 pulls		70	box					
50	3-Ply Tissue		100	rolls					
51	Alcohol, 70% Solution, scented, 500 ml		30	pcs					
TOTAL									₱

Name: _____

Legal Capacity: _____

Signature: _____

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

