



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES, LOT 2- TRAINING AND STARTER KITS SUPPLIES AND LOT 3- VAN RENTAL FOR USE DURING THE CONDUCT OF TRAINING ON MUSHROOM PRODUCTION AND TRAINING ON FISH PROCESSING, PACKAGING AND MARKETING UNDER PMED/GAD AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FIFTY THOUSAND EIGHT HUNDRED PESOS (PHP150,800.00) 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			
Training on Mushroom Production			
10 pax	Day 1-Breakfast	150.00	1,500.00
30 pax	AM Snacks, Lunch and PM Snacks	450.00	13,500.00
10 pax	Dinner	200.00	2,000.00
10 pax	Day 2- Breakfast	150.00	1,500.00
30 pax	AM Snacks, Lunch and PM Snacks	450.00	13,500.00
10 pax	Dinner	200.00	2,000.00
Training on Fish Processing, Packaging and Marketing			
10 pax	Breakfast	150.00	1,500.00
30 pax	AM Snacks, Lunch and PM Snacks	450.00	13,500.00
10 pax	Dinner	200.00	2,000.00
Sub-total Lot 1			Php51,000.00
Lot 2- Training and Starter Kits Supplies			
Training on Mushroom Production			
50 pcs	Notebook 50lvs	52.00	2,600.00
100 pcs	Ballpen	6.50	650.00
50 pcs	Brown Envelope, Long and Expanding	25.00	1,250.00
5 reams	Coupon Bond A4	250.00	1,250.00
5 pcs	Certificate Frame A4	150.00	750.00
3 packs	Laid Paper(A4, white)	400.00	1,200.00
2 bottles	Ink Epson #003 (Epson L5190 Printer) Blk	450.00	900.00
2 bottles	Ink Epson #003 (Epson L5190 Printer) Cyan	450.00	900.00
2 bottles	Ink Epson #003 (Epson L5190 Printer) Yellow	450.00	900.00
2 bottles	Ink Epson #003 (Epson L5190 Printer) Magenta	450.00	900.00
3 pcs	Steel Drum (100L)	1,200.00	3,600.00
3 pcs	Plastic Drum (100L)	1,500.00	4,500.00
30 packs	Polypropylene plastic bag (7x14)	119.00	3,570.00
1,080 pcs	PVC pipe ¾ diameter- orange (1 inch)	6.00	6,480.00
59 box	Bright Rubber band (100 pcs)	50.00	2,950.00
25 bottles	Denatured alcohol (450cc)	80.00	2,000.00
25 pcs	Alcohol lamp (30ml)	85.00	2,125.00



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25 pcs	Cotton (150g)	45.00	1,125.00
25 pcs	Hand Sprayer (150ml)	80.00	2,000.00
25 bottles	Alcohol Isopropyl 70% (500ml)	120.00	3,000.00
25 bottles	Liquid Bleach (500ml)	54.00	1,350.00
25 rolls	Tissue paper	25.00	625.00
25 boxes	Facemask	52.00	1,300.00
25 packs	Plastic gloves	35.00	875.00
1 pcs	Tarpaulin 5x6ft	500.00	500.00
Training on Fish Processing, Packaging and Marketing			
30 pcs	Notebook	65.00	1,950.00
4 box	Sign pen (12s)	450.00	1,800.00
30 pcs	Brown Envelope, Long and Expanding	25.00	750.00
1 set	Gas stove- double burner, stainless top, with LPG tank and regulator	10,000.00	10,000.00
2 pcs	Vacuum sealer	5,000.00	10,000.00
30 pcs	Apron white	120.00	3,600.00
25 box	Gloves- white, disposable	30.00	750.00
30 pcs	Hairnet	15.00	450.00
25 pair	Potholder- heat resistance	50.00	1,250.00
10 roll	Aluminum foil- 8m	100.00	1,000.00
6 roll	Paper towel	125.00	750.00
6 bottle	Alcohol	150.00	900.00
2 pcs	Carajay pan large	500.00	1,000.00
2 pcs	Ladle- stainless 32 cm handle	150.00	300.00
10 pack	Polypropylene plastic bag- medium size, clear	200.00	2,000.00
15 pack	Sticker A4, glossy	100.00	1,500.00
1 pc	Tarpaulin 5x6ft	500.00	500.00
Sub-total Lot 2			Php85,800.00
Lot 3- Van Rental			
2 units	Van Rental (Camarines Sur)	7,000.00	14,000.00
Sub-Total Lot 3			Php14,000.00
Grand Total			Php150,800.00

For the use during the conduct of Training on Mushroom Production and Training on Fish Processing, Packaging and Marketing under PMED/GAD. The agency intends to apply the amount **One Hundred Fifty Thousand Eight Hundred Pesos (Php150,800.00)** 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

- DADDY COOKS CATERING SERVICES** – Pili, Camarines Sur
- JEANINE'S EATERY** – Pili, Camarines Sur
- MAF COOP**– Pili, Camarines Sur, and all interested bidders



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LOT 2-TRAINING AND STARTER KITS SUPPLIES

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

LOT 3- VAN RENTAL

1. **DIOSA KOBİ TRAVEL AND TOURS** – Pili, Camarines Sur
2. **AOL TRAVEL AND TOURS-** Legazpi City
3. **TRAVESIA TOURS AND TRAVEL-** Legazpi City, 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
5. Menu for Lot 1 (Please see attached menu)
6. Pictures/Brochure of Products being offered for Lot 2

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 July 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.

July 25, 2024 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
OIC, RTD for Research and Regulations
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.

Date of Bidding : _____
Name : _____
Legal Capacity : _____
Signature : _____
Duly authorized to sign the Bid for and behalf of : _____
Address & 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 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]

For Goods Offered from Within the Philippines

Name of Project: **LOT 1-CATERING SERVICES, LOT 2- TRAINING AND STARTER KITS SUPPLIES AND LOT 3- VAN RENTAL FOR USE DURING THE CONDUCT OF TRAINING ON MUSHROOM PRODUCTION AND TRAINING ON FISH PROCESSING, PACKAGING AND MARKETING UNDER PMED/GAD**

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									
Training on Mushroom Production									
	Day 1-Breakfast		10 pax						
	AM Snacks, Lunch and PM Snacks		30 pax						
	Dinner		10 pax						
	Day 2- Breakfast		10 pax						
	AM Snacks, Lunch and PM Snacks		30 pax						
	Dinner		10 pax						
Training on Fish Processing, Packaging and Marketing									
	Breakfast		10 pax						
	AM Snacks, Lunch and PM Snacks		30 pax						
	Dinner		10 pax						
								Sub-total Lot 1	
Lot 2- Training and Starter Kits Supplies									
Training on Mushroom Production									
	Notebook 50lvs		50 pcs						
	Ballpen		100 pcs						
	Brown Envelope, Long and Expanding		50 pcs						
	Coupon Bond A4		5 reams						
	Certificate Frame A4		5 pcs						
	Laid Paper(A4, white)		3 packs						
	Ink Epson #003 (Epson L5190 Printer) Blk		2 bottles						
	Ink Epson #003 (Epson L5190 Printer) Cyan		2 bottles						
	Ink Epson #003 (Epson L5190 Printer) Yellow		2 bottles						
	Ink Epson #003 (Epson L5190 Printer)		2 bottles						

	Magenta							
	Steel Drum (100L)		3 pcs					
	Plastic Drum (100L)		3 pcs					
	Polypropylene plastic bag (7x14)		30 packs					
	PVC pipe ¾ diameter- orange (1 inch)		1,080 pcs					
	Bright Rubber band (100 pcs)		59 box					
	Denatured alcohol (450cc)		25 bottles					
	Alcohol lamp (30ml)		25 pcs					
	Cotton (150g)		25 pcs					
	Hand Sprayer (150ml)		25 pcs					
	Alcohol Isopropyl 70% (500ml)		25 bottles					
	Liquid Bleach (500ml)		25 bottles					
	Tissue paper		25 rolls					
	Facemask		25 boxes					
	Plastic gloves		25 packs					
	Tarpaulin 5x6ft		1 pcs					
Training on Fish Processing, Packaging and Marketing								
	Notebook		30 pcs					
	Sign pen (12s)		4 box					
	Brown Envelope, Long and Expanding		30 pcs					
	Gas stove- double burner, stainless top, with LPG tank and regulator		1 set					
	Vacuum sealer		2 pcs					
	Apron white		30 pcs					
	Gloves- white, disposable		25 box					
	Hairnet		30 pcs					
	Potholder- heat resistance		25 pair					
	Aluminum foil- 8m		10 roll					
	Paper towel		6 roll					
	Alcohol		6 bottle					
	Carajay pan large		2 pcs					
	Ladle- stainless 32 cm handle		2 pcs					
	Polypropylene plastic bag- medium size, clear		10 pack					
	Sticker A4, glossy		15 pack					
	Tarpaulin 5x6ft		1 pc					
								Sub-total Lot 2
Lot 3- Van Rental								
	Van Rental (Camarines Sur)		2 units					
								Sub-Total Lot 3
								Grand Total

Name: _____

Legal Capacity: _____

Signature: _____

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

TRAINING ON FISH PROCESSING, PACKAGING AND MARKETING

MENU

BREAKFAST – 10 PAX:

FRIED EGG, TOCINO, RICE, FRESH FRUIT, COFFEE AND BOTTLED WATER

AM SNACK – 30 PAX:

ASSORTED KAKANIN, HOT CHOCO (TABLEA) AND WATER

LUNCH – 30 PAX:

CORN SOUP, SWEET & SOUR FISH, BUTTERED VEGETABLES, STEAMED RICE, DESSERT & BOTTLED WATER

PM SNACK – 30 PAX:

SOTANGHON GUISADO, GARLIC BREAD AND JUICE OR SODA

DINNER – 10 PAX:

BEEF STEAK, FRESH LUMPIA, STEAMED RICE, FRESH FRUIT & BOTTLED WATER

NOTE:

Please provide FREE FLOWING coffee.

TRAINING ON MUSHROOM PRODUCTION

MENU

DAY 1:

BREAKFAST – 10 PAX:

FRIED EGG, SKINLESS LONGANISA, RICE, FRESH FRUIT, COFFEE AND BOTTLED WATER

AM SNACK – 30 PAX:

PANCIT PALABOK, TOASTED BREAD AND FRUIT JUICE OR SODA

LUNCH – 30 PAX:

POCHERO, BUTTERED SHRIMP, GRILLED TUNA, STEAMED RICE, LECHE FLAN & BOTTLED WATER

PM SNACK – 30 PAX:

SOTANGHON GUISADO, GARLIC BREAD AND JUICE OR SODA

DINNER – 10 PAX:

BEEF STEAK, FRESH LUMPIA, STEAMED RICE, FRESH FRUIT AND BOTTLED WATER

DAY 2:

BREAKFAST – 10 PAX:

HOTDOG, SUNNY SIDE-UP, GARLIC COFFEE, COFFEE, FRUIT IN SEASON

AM SNACK – 30 PAX:

SPAGHETTI AND GARLIC BREAD, FRESH CUCUMBER JUICE

LUNCH – 30 PAX:

RICE GRILLED LIEMPO, BANANA BLOSSOM SALAD, LECHE FLAN

PM SNACK – 30 PAX:

SOTANGHON, GUISADO, PIZZA BREAD WITH FRIES JUICE

DINNER – 10 PAX:

CHICKEN TINOLA, VEGETABLE SISIG, GRILLED LIEMPO, STEAMED RICE, FRUITY LECHE PLAN

NOTE:

Please provide FREE FLOWING Coffee