



REQUEST TO SUBMIT QUOTATION FOR FOOD & ACCOMMODATION IN ALBAY AND CAMARINES SUR AND TRAINING SUPPLIES FOR THE CONDUCT OF THE BUSINESS PLAN WRITING WORKSHOP FOR FARMER COOPERATIVES AND ASSOCIATIONS AND ORGANIZATION DEVELOPMENT TRAINING FOR THE I-REAP SUBPROJECTS IN THE BICOL REGION UNDER 2024 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION AT ESTIMATED PROJECT COST AMOUNTING TO THREE HUNDRED EIGHT THOUSAND FIVE HUNDRED PESOS (PHP308,500.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY SHOPPING UNDER SECTION 52.1 (B) UNDER RA 9184 AND ITS REVISED IRR

The Philippine Rural Development Project thru the Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers/dealers to submit Quotation for:

Particulars		Unit Cost	ABC
LOT 1 - FOOD AND ACCOMMODATION IN ALBAY (2 ACTIVITIES)			
• <i>Business Plan Writing Workshop for Farmer Cooperatives and Associations</i>			
10 pax	FACILITATORS: Full board Meal & Accommodation for 2 days	2,400/pax/day	Php48,000.00
25 pax	PARTICIPANTS: Meal (AM Snack, Lunch, & PM Snack) for 2 days	700/pax/day	35,000.00
• <i>Organization Development Training for the I-REAP Subprojects in the Bicol Region</i>			
25 pax	Full board Meal & Accommodation for 2 days	2,400/pax/day	120,000.00
Sub-total for Lot 1			Php203,000.00
LOT 2 - FOOD AND ACCOMMODATION IN CAMARINES SUR (1 ACTIVITY)			
• <i>Business Plan Writing Workshop for Farmer Cooperatives and Associations</i>			
10 pax	FACILITATORS: Full board Meal & Accommodation for 2 days	2,400/pax/day	Php48,000.00
25 pax	PARTICIPANTS: Meal (AM Snack, Lunch, & PM Snack) for 2 days	700/pax/day	35,000.00
Sub-total for Lot 2			Php83,000.00
LOT 3 - TRAINING SUPPLIES (1 ACTIVITY)			
• <i>Organization Development Training for the I-REAP Subprojects in the Bicol Region</i>			
2 boxes	Whiteboard Marker (Bullet point; Black)	280/box	Php560.00
5 boxes	Permanent Marker (Chisel point; 3 Black; 1 Blue; 1 Red)	440/box	2,200.00
20 sets	Manila Paper (10 pcs/set)	100/set	2,000.00
4 boxes	Bond Paper (A4 size; 70gsm)	1,900/box	7,600.00
3 reams	Colored Paper (A4 size; 80gsm)	230/ream	690.00
5 pcs	Packaging Tape (30 meters; clear)	50/pc	250.00
7 pcs	Scotch Tape (24mm x 45m B-roll)	30/pc	210.00
5 boxes	Staple Wire (26/6 & 24/6 1000pcs/box)	41/box	205.00
5 pcs	Staplers (#35 26/6 & 24/6; Black)	120/pc	600.00



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 San Agustin, Pili, Camarines Sur

1 box	Retractable Ballpens (0.5; Black)	241/box	241.00
3 boxes	Fasteners (Plastic File Fastener PF-750P)	93/box	279.00
14 boxes	Binder Clips (1 5/8" 12s; Black)	50/box	700.00
15 boxes	Paper Clips (Small-33mm; Colored)	20/box	300.00
2 pcs	Tape Dispenser (Suitable for 1" tape with 1: or 3" inner core)	250/pc	500.00
5 pcs	Puncher (Suitable for 20 sheets, 6mm)	195/pc	975.00
2 sets	Folder (Green; Long; 25pcs/set)	325/set	650.00
4 sets	Brown Envelope (Ordinary; Long; 10pcs/set)	190/set	760.00
7 pcs	Scissors (Stainless steel; 6 to 7" long)	50/pc	350.00
5 pcs	Cutter (Small or Medium Size)	40/pc	200.00
12 pcs	Correction Tape (Gp040 5mm x 6M)	35/pc	420.00
25 pcs	Sticky Notes (2x3 inches; Assorted Colors; 100 sheets)	30/pc	750.00
10 pcs	Double Sided Tape (12mm x 10 M B-roll)	30/pc	300.00
2 pcs	White Board Eraser (Small)	30/pc	60.00
5 pcs	Calculator (12-digit; Large LCD)	150/pc	750.00
10 pcs	PVA-based Glue (White; 40g)	35/pc	350.00
2 pcs	Sharpener (for graphite pencil 6.9-8mm; 104x61x109mm)	300/pc	600.00
Sub-total for Lot 3			Php22,500.00
GRAND TOTAL			PHP308,500.00

for the conduct of the Business Plan Writing Workshop for Farmer Cooperatives and Associations and Organizational Development Training for I-REAP Subprojects in the Bicol Region under 2024 Philippine Rural Development Program (PRDP) Implementation. The agency intends to apply the amount of **Three Hundred Eight Thousand Five Hundred Pesos (Php308,500.00)** 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-Shopping under Section 52.1 (b) of RA 9184 and its Revised IRR.

As such, **LOT 1: VENEZIA HOTEL**, Legazpi City, Albay; **NINONG'S HOTEL**, Legazpi City, Albay; **HOTEL ST. ELLIS**, Legazpi City, Albay; **LOT 2: VILLA CACERES HOTE**, Magsaysay Ave., Naga City; **THE AVENUE HOTEL**, Magsaysay Ave., Naga City; **PRIMUS HOTEL AND RESORT**, Pacol Rd, Naga City; **LOT 3: ROCKWOOD CONSUMER GOODS TRADING**, Pili, Camarines Sur; **LUCKY EDUCATIONAL SUPPLY INC**, Pili, Camarines Sur; **CHEMARO OFFICE SUPPLIES & EQUIPMENT TRADING**, Pili, Camarines Sur; and any other interested Bidders are hereby requested to submit the following documents:



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San Agustin, Pili, Camarines Sur

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. BIR Registration
5. Menu **(for Lots 1 & 2)**(see attached end-user's preferred menu)
6. Picture or Brochure of the product being offered **(for Lot 3)**

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500.00) per lot and One Thousand Pesos (Php1,000.00) if all lots for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, 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 not later than **01:00 in the afternoon of 22 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 3rd 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 12, 2024, San Agustin, Pili, Camarines Sur.

(sgd)

LORENZO L. ALVINA
OIC, RTD for Research and Regulatory Division
BAC Chairman

MENU

(BUSINESS PLAN WRITING WORKSHOP FOR FARMER COOPERATIVES AND ASSOCIATIONS)

MEALS	SET A	SET B
Breakfast	Beef Tapa Sunny Side-Up Egg Fried Rice Mixed Fruits Coffee	Pork Tocino Daing na Bangus Garlic/Steamed Rice Coffee
AM snacks	Carbonara Grilled Cheese Sandwich Soda	Lasagna Chicken Lollipops Juice
Lunch	Mixed Vegetable Sweet and Sour Fish Steamed Rice Chocolate Mousse Miso Soup Juice	Potato Leek Soup Roasted Pepper Chicken Cabbage and Corn Saute Steamed Rice Dark Truffle Cake Juice
PM snacks	Macaroni Salad Clubhouse Sandwich Juice	Lomi Asado Pandesal Juice
Dinner	Mushroom Soup Chicken BBQ Steamed Rice Potato Salad	Red Shrimp Sinigang Beef Caldereta Seafood Chopsuey Caramel Bread Pudding Juice

MENU

(ORGANIZATION DEVELOPMENT TRAINING FOR THE I-REAP SUBPROJECTS IN THE BICOL REGION)

MEALS	SET A	SET B
Breakfast	Breakfast Buffet	Breakfast Buffet
AM snacks	Ibus with hot choco and mango Canned Juice	Binutong Hot Chocolate
Lunch	Pork Caldereta Grilled Tuna Soup Steamed Rice Mixed Fruits	Crispy Bicol Express Laing Tinola Soup Steamed Rice Buko Salad
PM snacks	Seafood Pasta Garlic Bread Pineapple Juice	Pancit Guisado Steamed Siopao Soda
Dinner	Grilled Pork Liempo Spicy Kankong with Tofu Crab and Corn Soup Steamed Rice Strawberry Panacotta	Pumpkin Soup Breaded Porkchop Buttered Veggies Steamed Rice Maja Blanca

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

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: _____

Contact No. & Email Address: _____

For Goods Offered From Within the Philippines

Name of Project: **FOOD & ACCOMMODATION IN ALBAY AND CAMARINES SUR AND TRAINING SUPPLIES FOR THE CONDUCT OF THE BUSINESS PLAN WRITING WORKSHOP FOR FARMER COOPERATIVES AND ASSOCIATIONS AND ORGANIZATION DEVELOPMENT TRAINING FOR THE I-REAP SUBPROJECTS IN THE BICOL REGION UNDER 2024 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

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)
1	LOT 1 – FOOD AND ACCOMMODATION IN ALBAY (2 ACTIVITIES)								
	• <i>Business Plan Writing Workshop for Farmer Cooperatives and Associations</i>								
	FACILITATORS: Full board Meal & Accommodation for 2 days		10 pax	₱	₱	₱	₱	₱	₱
	PARTICIPANTS: Meal (AM Snack, Lunch, & PM Snack) for 2 days		25 pax						
	• <i>Organization Development Training for the I-REAP Subprojects in the Bicol Region</i>								
	Full board Meal & Accommodation for 2 days		25 pax						
Sub-total for Lot 1									₱
2	LOT 2 – FOOD AND ACCOMMODATION IN CAMARINES SUR (1 ACTIVITY)								
	• <i>Business Plan Writing Workshop for Farmer Cooperatives and Associations</i>								
	FACILITATORS: Full board Meal & Accommodation for 2 days		10 pax	₱	₱	₱	₱	₱	₱
	PARTICIPANTS: Meal (AM Snack, Lunch, & PM Snack) for 2 days		25 pax						
Sub-total for Lot 2									₱

For Goods Offered From Within the Philippines

Name of Project: **FOOD & ACCOMMODATION IN ALBAY AND CAMARINES SUR AND TRAINING SUPPLIES FOR THE CONDUCT OF THE BUSINESS PLAN WRITING WORKSHOP FOR FARMER COOPERATIVES AND ASSOCIATIONS AND ORGANIZATION DEVELOPMENT TRAINING FOR THE I-REAP SUBPROJECTS IN THE BICOL REGION UNDER 2024 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

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3	LOT 3 - TRAINING SUPPLIES (<i>Organization Development Training for the I-REAP Subprojects in the Bicol Region</i>) (1 ACTIVITY)								
	Whiteboard Marker (Bullet point; Black)		2 boxes	₱	₱	₱	₱	₱	₱
	Permanent Marker (Chisel point; 3 Black; 1 Blue; 1 Red)		5 boxes						
	Manila Paper (10 pcs/set)		20 sets						
	Bond Paper (A4 size; 70gsm)		4 boxes						
	Colored Paper (A4 size; 80gsm)		3 reams						
	Packaging Tape (30 meters; clear)		5 pcs						
	Scotch Tape (24mm x 45m B-roll)		7 pcs						
	Staple Wire (26/6 & 24/6 1000pcs/box)		5 boxes						
	Staplers (#35 26/6 & 24/6; Black)		5 pcs						
	Retractable Ballpens (0.5; Black)		1 box						
	Fasteners (Plastic File Fastener PF-750P)		3 boxes						
	Binder Clips (1 5/8" 12s; Black)		14 boxes						
	Paper Clips (Small-33mm; Colored)		15 boxes						

Tape Dispenser (Suitable for 1" tape with 1: or 3" inner core)		2 pcs							
Puncher (Suitable for 20 sheets, 6mm)		5 pcs							
Folder (Green; Long; 25pcs/set)		2 sets							
Brown Envelope (Ordinary; Long; 10pcs/set)		4 sets							
Scissors (Stainless steel; 6 to 7" long)		7 pcs							
Cutter (Small or Medium Size)		5 pcs							
Correction Tape (Gp040 5mm x 6M)		12 pcs							
Sticky Notes (2x3 inches; Assorted Colors; 100 sheets)		25 pcs							
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Sharpener (for graphite pencil 6.9-8mm; 104x61x109mm)		2 pcs							
Sub-total for Lot 3									₱
GRAND TOTAL									₱

Name: _____

Legal Capacity: _____

Signature: _____

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