



Masaganang Agrikultura,  
Maunlad na Ekonomiya

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

**(SH-53-2024)REQUEST TO SUBMIT QUOTATION FOR SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE AT CASH UNIT AT ESTIMATED PROJECT COST AMOUNTING TO ONE HUNDRED THOUSAND PESOS (PHP100,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY SHOPPING UNDER SECTION 52.1 (B) 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/dealers to submit Quotation for:

Unit	Item Description	Qty	Unit Cost	Total Cost
tube	Adding machine, tape, 4 rolls/tube	6	190.00	1,140.00
pack	Battery, AAA, 4pcs/pack	10	150.00	1,500.00
pack	Battery, AA, 4pcs/pack	10	150.00	1,500.00
box	Book paper, A3, Subs. 20, 5 reams/box	3	2,300.00	6,900.00
box	Book paper, A4, Subs. 20, 5 reams/box	10	1,400.00	14,000.00
box	Book paper, legal, Subs. 20, 5 reams/box	5	1,500.00	7,500.00
box	Ballpen, ordinary, blue	1	500.00	500.00
box	Binder clips, (1", 12pcs/box)	6	40.00	240.00
box	Binder clips, (1-1/4", 12pcs/box)	6	50.00	300.00
box	Binder clips, (1-5/8", 12pcs/box)	6	80.00	480.00
pack	Cartolina, assorted colors, 20pcs/pack	1	250.00	250.00
box	Club Carbon Paper, blue, long	3	900.00	2,700.00
pcs	Correction tape, 15mm	24	65.00	1,560.00
tube	Cutter blade	6	60.00	360.00
pcs	Cutter, heavy duty	6	150.00	900.00
pcs.	Document tray organizers, metal mesh, 3 tier	6	750.00	4,500.00
bxs	Envelope, mailing, long, 500's	1	500.00	500.00
pack	Envelope, brown, long, 100pcs/pack	2	650.00	1,300.00
pcs.	Expandable envelope with divider, 10 pockets, plastic	5	320.00	1,600.00
pcs.	Envelope, expanded, brown, long, with garter	24	20.00	480.00
pack	Folder, white, legal, 100/pack	2	800.00	1,600.00
doz	Folder, brown, long	10	125.00	1,250.00
doz	Folder, expanding, long, green	8	220.00	1,760.00
pcs.	Glue, 130g.	8	120.00	960.00
box	Highlighter, pastel color, assorted, 10pcs/box	4	520.00	2,080.00
box	Marker, permanent, black, 12 pcs./box	5	430.00	2,150.00
pcs	Molar file, black	4	190.00	760.00
pcs	Molar box with cover, black	6	495.00	2,970.00
pcs.	Mouse pad	13	120.00	1,560.00
bxs	Paper clip, jumbo	12	55.00	660.00
bxs	Paper clip, small	8	40.00	320.00
pcs.	Paper cutter, metal base, B4 size	1	800.00	800.00



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pads	Post It Note, assorted colors	15	50.00	750.00
pcs.	Record book, (300 PAGES)	8	95.00	760.00
pcs.	Record book, (500 PAGES)	8	120.00	960.00
box	Ribbon for typewriter	6	75.00	450.00
bxs	Rubber bond, big, No. 18	1	350.00	350.00
bxs	Safety paper fastener, metal	4	73.00	292.00
bxs	Safety paper fastener, plastic, long	12	200.00	2,400.00
pcs	Scissor, metal, heavy duty	8	150.00	1,200.00
packs	SIGN HERE sticky notes stylish film index (125sheets/pack)	8	50.00	400.00
bxs	Sign pen (black), mygel, .07, 12pcs/box	3	675.00	2,025.00
bxs	Sign pen (blue), mygel, .05, 12pcs/box	3	384.00	1,152.00
pcs.	Stamp pad, large, blue	3	120.00	360.00
pcs.	Stamp pad ink, blue	3	60.00	180.00
pcs.	Staple remover, plier type	6	75.00	450.00
bxs	Staple wire # 35	12	65.00	780.00
pcs	Stapler, Max HD-50R with remover	4	480.00	1,920.00
pcs.	Tape, masking, 1"	24	56.00	1,344.00
pcs.	Tape, double sided, 1.5"	24	60.00	1,440.00
pcs	Scotch tape, 1", 60 yd.	24	45.00	1,080.00
pcs	Scotch tape, 2", 60yd.	24	60.00	1,440.00
pc.	Trodat, "CANCELLED CHECK" stamp, blue	1	2,000.00	2,000.00
pc.	Trodat, stamp, blue NELIA A. BUSTARGA Chief, Cash Unit	1	2,000.00	2,000.00
pcs.	Trodat, "PAID" stamp, blue	1	2,000.00	2,000.00
pc.	Trodat, "STALED CHECK" stamp, blue	1	2,000.00	2,000.00
pcs.	Trodat Ink refill, blue, 28ml.	4	1,796.75	7,187.00
<b>Total:</b>				<b>100,000.00</b>

The agency intends to apply the amount of **One Hundred Thousand Pesos (Php100,000.00)** as the Approved Budget for the Contract.

As such, **RFK GENERAL MERCHANDISE**, Pili Cam. Sur; **ALLAN-JUSTINE GENERAL MERCHANDISE**, San Isidro, Magarao, Camarines Sur; **ROCKWOOD CONSUMER GOODS TRADING**, Pili, Camarines Sur, and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. PhilGeps Registration
3. BIR Registration
4. Omnibus Sworn Statement
5. Picture of product being offered



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The bidders are required to pay the non-refundable amount 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, 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.** and 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 1:00 in the afternoon of 19 August 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, Sa n 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](mailto:bacrfo5@gmail.com).

August 15, 2024, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
OIC, RTD for Research and Regulation  
BAC Chairperson

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: \_\_\_\_\_

Omnibus Sworn Statement (Revised)  
[shall be submitted with the Bid]

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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 t [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

### For Goods Offered From Within the Philippines

Name of Project: **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE AT CASH UNIT**

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)
	Adding machine, tape, 4 rolls/tube		6 tube						
	Battery, AAA, 4pcs/pack		10pack						
	Battery, AA, 4pcs/pack		10 pack						
	Book paper, A3, Subs. 20, 5 reams/box		3 box						
	Book paper, A4, Subs. 20, 5 reams/box		10 box						
	Book paper, legal, Subs. 20, 5 reams/box		5 box						
	Ballpen, ordinary, blue		1 box						
	Binder clips, (1", 12pcs/box)		6 box						
	Binder clips, (1-1/4", 12pcs/box)		6 box						
	Binder clips, (1-5/8", 12pcs/box)		6 box						
	Cartolina, assorted colors, 20pcs/pack		1 pack						
	Club Carbon Paper, blue, long		3 box						
	Correction tape, 15mm		24 pcs						
	Cutter blade		6 tube						
	Cutter, heavy duty		6 pcs						
	Document tray organizers, metal mesh, 3 tier		6 pcs.						
	Envelope, mailing, long, 500's		1 bxs						
	Envelope, brown, long, 100pcs/pack		2 pack						



	Expandable envelope with divider, 10 pockets, plastic		5 pcs.						
	Envelope, expanded, brown, long, with garter		24 pcs.						
	Folder, white, legal, 100/pack		2 pack						
	Folder, brown, long		10 doz						
	Folder, expanding, long, green		8 doz						
	Glue, 130g.		8 pcs.						
	Highlighter, pastel color, assorted, 10pcs/box		4 box						
	Marker, permanent, black, 12 pcs./box		5 box						
	Molar file, black		4 pcs						
	Molar box with cover, black		6 pcs						
	Mouse pad		13 pcs.						
	Paper clip, jumbo		12 bxs						
	Paper clip, small		8 bxs						
	Paper cutter, metal base, B4 size		1 pcs.						
	Post It Note, assorted colors		15 pads						
	Record book, (300 PAGES)		8 pcs.						
	Record book, (500 PAGES)		8 pcs.						
	Ribbon for typewriter		6 box						
	Rubber bond, big, No. 18		1 bxs						
	Safety paper fastener, metal		4 bxs						
	Safety paper fastener, plastic, long		12 bxs						
	Scissor, metal, heavy duty		8 pcs						
	SIGN HERE sticky notes stylish film index (125sheets/pack)		8 packs						
	Sign pen (black), mygel, .07, 12pcs/box		3 bxs						
	Sign pen (blue), mygel, .05, 12pcs/box		3 bxs						
	Stamp pad, large, blue		3 pcs.						
	Stamp pad ink, blue		3 pcs.						
	Staple remover, plier type		6 pcs.						
	Staple wire # 35		12 bxs						
	Stapler, Max HD-50R with remover		4 pcs						
	Tape, masking, 1"		24 pcs.						

	Tape, double sided, 1.5"		24 pcs.						
	Scotch tape, 1", 60 yd.		24 pcs						
	Scotch tape, 2", 60yd.		24 pcs						
	Trodat, "CANCELLED CHECK" stamp, blue		1 pc.						
	Trodat, stamp, blue NELIA A. BUSTARGA Chief, Cash Unit		1 pc.						
	Trodat, "PAID" stamp, blue		1 pcs.						
	Trodat, "STALED CHECK" stamp, blue		1 pc.						
	Trodat Ink refill, blue, 28ml.		4 pcs.						
<b>TOTAL</b>									

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

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

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