



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1 – FURNITURE & FIXTURES, LOT 2 – OFFICE SUPPLIES, LOT 3 – OTHER SUPPLIES, AND OFFICE & OTHER EQUIPMENT FOR IMPLEMENTATION OF AMIA PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED TWENTY-ONE THOUSAND SEVEN HUNDRED THIRTEEN PESOS AND FORTY-NINE CENTAVOS (PHP421,713.49) 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
<i>Supply and Delivery of:</i>			
LOT 1 – FURNITURE & FIXTURES			
1 pc	Conference Table with Chairs <i>Conference Table</i> – LAN Socket, USB Charger, USB Charger, Power Cable, VGA, HDMI – MDF Board, Melamine panels, Flap Up Sockets – 2.4m – Maximum 10 seating capacity <i>Chair</i> – NC-C-116 – Stackable Visitor Chair-Leather Upholstered, padded arm rest, tubular Chrome plated Frame – Dimension:L53cm	49,950/pc	₱49,950.00
30 pcs	Foldable Chair (for Training Area) Material: Leather & Steel & PU Plastic Dimension (W x H x L cm): 47 x 78 x 46 Weight Bearing Capacity: 120kg	2,912/pc	87,360.00
5 pcs	Foldable Table (for Training Area) Dimensions: 1200mm L x 400mm D x 750mm H	8,037.12/pc	40,185.60
1 pc	Sala Set (Receiving Area) with Table Side Seat: 74*74*89cm Center Table: 120*60*45cm Three Seater: 206*74*89cm Materials: Thailand Rubber Wood	46,950/pc	46,950.00
4 pcs	4-Tier Storage Rack, 4 Layers	6,458.50/pc	25,834.00
Sub-total for Lot 1			₱250,279.60
LOT 2 – OFFICE SUPPLIES			
6 pcs	3212i Toner Cartridges	7,077.73/pc	42,466.38
10 bxs	Ballpen, Fine, Black, 10s per box (Pen tip size: 0.5 mm)	400/box	4,000.00
10 bxs	Ballpen, Fine, Blue, 10s per box (Pen tip size: 0.5 mm)	400/box	4,000.00
10 pcs	Highlighter, chisel tip, practical tip and extra slim pen shape, water based ink, two lone thickness	100/pc	1,000.00



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

10 pcs	Correction Tape, good quality (15mm x 15mm)	70/pc	700.00
33 pcs	Molar File box (long size 35 x 24 cm)	250/pc	8,250.00
3 pcs	Heavy Duty Puncher	250/pc	750.00
6 pcs	Stapler #35 with staple wire remover, assorted color, #35	70/pc	420.00
10 pcs	Notepad Sticky Notes (76mm x 76mm)	200/pc	2,000.00
5 pcs	Clearbook, Long, Gray in Color, 40 pockets	250/pc	1,250.00
7 box	Metal Paper Fastener	100/box	700.00
5 pcs	Tape, Masking, 1"	50/pc	250.00
5 pcs	Tape Masking, 2"	70/pc	350.00
5 pcs	Tape, Packing, 2"	71/pc	355.00
3 pcs	Desk Storage Bookshelf Folder Book Office Paper Storage Box File Rack Organizer Multi layer Shelf	300/pc	900.00
3 pcs	Double adhesive tape, 1"	92/pc	276.00
5 pcs	Double adhesive tape, 2"	50/pc	250.00
5 pcs	Staple wire remover Stainless Steel lifting mechanism Lightweight and compact	180/pc	900.00
Sub-total for Lot 2			₱68,817.38
LOT 3 - OTHER SUPPLIES			
10 pcs	Foam Bed Classics Mattress with polycotton cover Size - 36" x 75" Thickness - 4"	3,768.70/pc	37,687.00
20 pcs	Pillow with cover Size - 18" x 28"	479/pc	9,580.00
21 pcs	Bed Sheet Polycotton Fitted Bed Sheet Size - 36" x 75"	250/pc	5,250.00
Sub-total for Lot 3			₱52,517.00
LOT 4 - OFFICE & OTHER EQUIPMENT			
1 pc	Heavy Duty Gas Stove with LPG Tank, filled, 13.1kg	15,042/pc	15,042.00
1 pc	Chest Freezer Specifications: 25.0 cuft Two Door Chest Freezer Micro-biological Technology for Safe Food Storage Graceful Ergonomic Handle with Security Lock Dual Temperature Thermostat Eco-Friendly Refrigerant & Foaming Material Deep Quick Freezing Convenient Caster Wheels for Mobility Weight: 101 kg Dimension (LxWxH): 1860x860x845 mm	35,057.51/pc	35,057.51



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

	Note: Delivered at DA RFO 5		
		Sub-total for Lot 4	₱50,099.51
		GRAND TOTAL	₱421,713.49

for implementation of AMIA Program. The agency intends to apply the amount of **Four Hundred Twenty-One Thousand Seven Hundred Thirteen Pesos and Forty-Nine Centavos (Php421,713.49)** 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, **AGER OFFICE SUPPLIES & EQUIPMENT TRADING**, Concepcion Pequeña, Naga City; **LKJ OFFICE SUPPLIES AND EQUIPMENT TRADING**, Calabanga, Camarines Sur; **FLORES HERMANOS SPECIALIZED GOODS TRADING**, Concepcion Pequeña, Naga City; and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC/CDA Registration
3. Updated PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Picture or Brochure

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 30 September 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 01:30PM onwards at 2nd Floor Admin 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.

September 26, 2024 San Agustin, Pili, Camarines Sur.

(signed)
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. : _____

For Goods Offered from Within the Philippines

Name of Project: **SUPPLY AND DELIVERY OF LOT 1 – FURNITURE & FIXTURES, LOT 2 – OFFICE SUPPLIES, LOT 3 – OTHER SUPPLIES, AND LOT 4 – OFFICE & OTHER EQUIPMENT FOR IMPLEMENTATION OF AMIA PROGRAM**

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	Supply and Delivery of:								
	LOT 1 – FURNITURE & FIXTURES								
	Conference Table with Chairs <i>Conference Table</i> <ul style="list-style-type: none"> – LAN Socket, USB Charger, USB Charger, Power Cable, VGA, HDMI – MDF Board, Melamine panels, Flap Up Sockets – 2.4m – Maximum 10 seating capacity <i>Chair</i> <ul style="list-style-type: none"> – NC-C-116 – Stackable Visitor Chair-Leather Upholstered, padded arm rest, tubular Chrome plated Frame – Dimension:L53cm 		1 pc	₱	₱	₱	₱	₱	₱
	Foldable Chair (for Training Area) Material: Leather & Steel & PU Plastic Dimension (W x H x L cm): 47 x 78 x 46 Weight Bearing Capacity: 120kg		30 pcs						
	Foldable Table (for Training Area) Dimensions: 1200mm L x 400mm D x 750mm H		5 pcs						
	Sala Set (Receiving Area) with Table Side Seat: 74*74*89cm Center Table: 120*60*45cm Three Seater: 206*74*89cm Materials: Thailand Rubber Wood		1 pc						

	4-Tier Storage Rack, 4 Layers		4 pcs							
Sub-total for Lot 1									₱	
2	LOT 2 - OFFICE SUPPLIES									
	3212i Toner Cartridges		6 pcs	₱	₱	₱	₱	₱	₱	₱
	Ballpen, Fine, Black, 10s per box (Pen tip size: 0.5 mm)		10 bxs							
	Ballpen, Fine, Blue, 10s per box (Pen tip size: 0.5 mm)		10 bxs							
	Highlighter, chisel tip, practical tip and extra slim pen shape, water based ink, two lone thickness		10 pcs							
	Correction Tape, good quality (15mm x 15mm)		10 pcs							
	Molar File box (long size 35 x 24 cm)		33 pcs							
	Heavy Duty Puncher		3 pcs							
	Stapler #35 with staple wire remover, assorted color, #35		6 pcs							
	Notepad Sticky Notes (76mm x 76mm)		10 pcs							
	Clearbook, Long, Gray in Color, 40 pockets		5 pcs							
	Metal Paper Fastener		7 box							
	Tape, Masking, 1"		5 pcs							
	Tape Masking, 2"		5 pcs							
	Tape, Packing, 2"		5 pcs							
	Desk Storage Bookshelf Folder Book Office Paper Storage Box File Rack Organizer Multi layer Shelf		3 pcs							
	Double adhesive tape, 1"		3 pcs							
	Double adhesive tape, 2"		5 pcs							
	Staple wire remover Stainless Steel lifting mechanism Lightweight and compact		5 pcs							
Sub-total for Lot 2									₱	
3	LOT 3 - OTHER SUPPLIES									
	Foam Bed Classics Mattress with polycotton cover Size - 36" x 75"		10 pcs	₱	₱	₱	₱	₱	₱	₱

	Thickness - 4"								
	Pillow with cover Size - 18" x 28"		20 pcs						
	Bed Sheet Polycotton Fitted Bed Sheet Size - 36" x 75"		21 pcs						
Sub-total for Lot 3									₱
4	LOT 4 - OFFICE & OTHER EQUIPMENT								
	Heavy Duty Gas Stove with LPG Tank, filled, 13.1kg		1 pc	₱	₱	₱	₱	₱	₱
	Chest Freezer Specifications: 25.0 cuft Two Door Chest Freezer Micro-biological Technology for Safe Food Storage Graceful Ergonomic Handle with Security Lock Dual Temperature Thermostat Eco-Friendly Refrigerant & Foaming Material Deep Quick Freezing Convenient Caster Wheels for Mobility Weight: 101 kg Dimension (LxWxH): 1860x860x845 mm Note: Delivered at DA RFO 5		1 pc						
Sub-total for Lot 4									₱
GRAND TOTAL									₱

Name: _____

Legal Capacity: _____

Signature: _____

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