



**REQUEST TO SUBMIT PROPOSAL FOR LOT 1- OFFICE SUPPLIES, LOT 2- ICT SUPPLIES AND LOT 3- OTHER SUPPLIES FOR USE AT THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED THIRTY PESOS (PHP262,730.00) 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:

Unit	Item Description	Qty	Unit Cost	Total Cost
<b>Lot 1-Office Supplies</b>				
piece	Correction Tape, 5mm wide, 10M	35	50.00	1,750.00
piece	"Please Sign" Sticky Flag; 20x48mm; 5 colors	20	150.00	3,000.00
box	Sign Pen, Black, 0.5mm; 12 pcs/box	15	1,350.00	20,250.00
box	Sign Pen, Blue, 0.5mm; 12 pcs/box	15	1,350.00	20,250.00
box	Sign Pen, pink, 0.5mm; 12 pcs/box	5	1,350.00	6,750.00
box	Pentelpen (Black)	5	1,000.00	5,000.00
box	Uni-Ball Signo Refill; 1.0mm; for UMN-207/152; 12 pcs/box	10	800.00	8,000.00
piece	Expanding Long Folder; Pressboard; Color Green	50	35.00	1,750.00
piece	Expanding Long Envelope; Pressboard; Kraft	50	35.00	1,750.00
piece	Expanding A4 Envelope; Pressboard; Kraft	50	35.00	1,750.00
box	Bond paper; Long; 70gsm; 500 sheets/ream	4	1,300.00	5,200.00
box	Bond paper; A4; 70gsm; 500 sheets/ream	30	1,250.00	37,500.00
roll	Tape; Clear; 1 inch	30	30.00	900.00
roll	Packaging Tape; Clear; 48Mmx100M	8	80.00	640.00
piece	Scissors; Plastic Handles; Made Up Of High Grade Stainless Steel; Strong Rivet	15	150.00	2,250.00
piece	Heavy Duty Cutter; Durable	10	90.00	900.00
piece	Puncher; 2 hole; Heavy Duty; Punch Capacity: 30 Sheets	6	450.00	2,700.00
piece	Calculator; Desktop Type; 12 Digits; Battery and Solar Powered; With up to 4 decimal selector; Large display	3	950.00	2,850.00
piece	Tape Dispenser; for 1in tape; heavy duty & durable	6	450.00	2,700.00
box	Staple Wire; No. 35	20	35.00	700.00
pcs	keyboard with mouse	3	1,500.00	4,500.00



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box	Binder Clips; <i>Black; 2 inches; 12 pcs/box</i>	5	100.00	500.00
box	Binder Clips; <i>Black; 1 ¼ inches; 12 pcs/box</i>	5	50.00	250.00
pack	Vellum paper; <i>White; 200gsm; 10 pcs/pack</i>	10	50.00	500.00
piece	File Box with Lid; <i>Made with Thick Chip Board &amp; Arlin Book Binding Cover; 40x29x28.5 cm</i>	5	550.00	2,750.00
<b>Sub-total (Lot 1)</b>				<b>135,090.00</b>
<b>Lot 2- ICT Supplies</b>				
box	Epson Ink 003 Black	10	350.00	3,500.00
box	Epson Ink 003 Cyan	10	350.00	3,500.00
Box	Kyocera Toner Cartridge; TK 5234; Yellow	2	6,500.00	13,000.00
box	Kyocera Toner Cartridge; TK 5234; Magenta	2	6,500.00	13,000.00
box	Kyocera Toner Cartridge; TK 5234; Cyan	2	6,500.00	13,000.00
box	Kyocera Toner Cartridge; TK 5234; Black	2	4,500.00	9,000.00
box	Kyocera Toner Cartridge; TK 7120; Black	1	12,000.00	12,000.00
box	Kyocera Toner Cartridge; TK 4109; Black	1	10,500.00	10,500.00
<b>Sub-total (Lot 2)</b>				<b>77,500.00</b>
<b>Lot 3- Other Supplies</b>				
pack	Battery; <i>Super Heavy Duty; AA; 4 pcs/pack</i>	10	120.00	1,200.00
pack	Battery; <i>Super Heavy Duty; AAA; 4 pcs/pack</i>	15	140.00	2,100.00
pack	Paper Towel Tissue; <i>Interfolded; 175 pulls</i>	50	65.00	3,250.00
pack	Bathroom Tissue; <i>2 ply; 150 pulls; 24 pcs/pack</i>	30	250.00	7,500.00
bottle	Dishwashing Liquid; <i>475 ml; Anti-bacterial</i>	15	120.00	1,800.00
bottle	Liquid Hand Soap; <i>450 ml; Anti-bacterial</i>	15	200.00	3,000.00
piece	Scrub Sponge; <i>100x75x30mm; Heavy Duty</i>	30	50.00	1,500.00
bottle	Trodat Stamp Ink; <i>Black; 28 ml/bottle</i>	10	210.00	2,100.00
bottle	Alcohol 70%scented,500ml	20	200.00	4,000.00
bottle	Disinfectant Spray; <i>510g; Kills 99.9% of Viruses &amp; Bacteria</i>	10	600.00	6,000.00
piece	Stainless Spoon; <i>18.3x4.2x3 cm; Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance</i>	24	100.00	2,400.00
piece	Stainless Fork; <i>20.2x2.6x3.5 cm; Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance</i>	24	100.00	2,400.00
piece	Stainless Coffee Spoon; <i>12.5x2.6x2.6 cm; Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance</i>	24	60.00	1,440.00



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piece	Dish Rack Cabinet; <i>Made from Polypropylene; 48x37x82.5 cm; Plates, utensils, and cups organizer</i>	1	1,500.00	1,500.00
piece	Bowl; Ceramic; <i>Thick; White ; 12.5cm diameter x 6.5cm height/deep; Microwave and oven safe</i>	12	100.00	1,200.00
piece	Drinking Glass; <i>Transparent; 280 ml capacity; Thick; Wide Mouth</i>	18	60.00	1,080.00
piece	Cutlery Holder; <i>With Drainer; Made with High Quality Plastic; With Cover</i>	1	170.00	170.00
Unit	Oven Toaster; <i>14L Capacity; 1500 Watts Power; Stainless Steel Front Panel; With variable temperature control</i>	1	3,500.00	3,500.00
piece	Extension Cord Wheel; <i>10 meters cord; 2500 Watts Maximum Load; 10A 250V; With 3 Outlets; With Breaker Button; Heavy duty</i>	2	2,000.00	4,000.00
<b>Sub-total (Lot 3)</b>				<b>50,140.00</b>
<b>Grand total</b>				<b>262,730.00</b>

For use at the Office of the Regional Executive Director. The agency intends to apply the amount **Two Hundred Sixty-two Thousand Seven Hundred Thirty Pesos (Php262,730.00)** 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, **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur, **ALIS'ON GO DRY GOODS TRADING**, Bula, Camarines Sur, **ALLAN JUSTIN GENERAL MERCHANDISE**, Magarao, Camarines Sur, 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. Picture/Brochure of Products 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, DA RFO 5 through manual submission not later than 9:00 in the morning of 27 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 10:00AM 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](mailto:bacrfo5@gmail.com).



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

August 22, 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. : \_\_\_\_\_  
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 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- OFFICE SUPPLIES, LOT 2- ICT SUPPLIES AND LOT 3- OTHER SUPPLIES FOR USE AT THE OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR**

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)
<b>Lot 1-Office Supplies</b>									
	Correction Tape, 5mm wide, 10M		35 piece						
	"Please Sign" Sticky Flag; 20x48mm; 5 colors		20 piece						
	Sign Pen, Black, 0.5mm; 12 pcs/box		15 box						
	Sign Pen, Blue, 0.5mm; 12 pcs/box		15 box						
	Sign Pen, pink, 0.5mm; 12 pcs/box		5 box						
	Pentelpen (Black)		5 box						
	Uni-Ball Signo Refill; 1.0mm; for UMN-207/152; 12 pcs/box		10 box						
	Expanding Long Folder; Pressboard; Color Green		50 piece						
	Expanding Long Envelope; Pressboard; Kraft		50 piece						
	Expanding A4 Envelope; Pressboard; Kraft		50 piece						
	Bond paper; Long; 70gsm; 500 sheets/ream		4 box						
	Bond paper; A4; 70gsm; 500 sheets/ream		30 box						
	Tape; Clear; 1 inch		30 roll						
	Packaging Tape; Clear; 48Mmx100M		8 roll						
	Scissors; Plastic Handles; Made Up Of High Grade Stainless Steel; Strong Rivet		15 piece						
	Heavy Duty Cutter; Durable		10 piece						
	Puncher; 2 hole; Heavy Duty; Punch Capacity: 30 Sheets		6 piece						
	Calculator; Desktop Type; 12 Digits; Battery and Solar Powered; With up to 4 decimal selector; Large display		3 piece						
	Tape Dispenser; for 1in tape; heavy duty &		6 piece						



	<i>durable</i>								
	Staple Wire; No. 35		20 box						
	keyboard with mouse		3 pcs						
	Binder Clips; Black; 2 inches; 12 pcs/box		5 box						
	Binder Clips; Black; 1 ¼ inches; 12 pcs/box		5 box						
	Vellum paper; White; 200gsm; 10 pcs/pack		10 pack						
	File Box with Lid; Made with Thick Chip Board & Arlin Book Binding Cover; 40x29x28.5 cm		5 piece						
<b>Sub-total (Lot 1)</b>									
<b>Lot 2- ICT Supplies</b>									
	Epson Ink 003 Black		10 box						
	Epson Ink 003 Cyan		10 box						
	Kyocera Toner Cartridge; TK 5234; Yellow		2 Box						
	Kyocera Toner Cartridge; TK 5234; Magenta		2 box						
	Kyocera Toner Cartridge; TK 5234; Cyan		2 box						
	Kyocera Toner Cartridge; TK 5234; Black		2 box						
	Kyocera Toner Cartridge; TK 7120; Black		1 box						
	Kyocera Toner Cartridge; TK 4109; Black		1 box						
<b>Sub-total (Lot 2)</b>									
<b>Lot 3- Other Supplies</b>									
	Battery; Super Heavy Duty; AA; 4 pcs/pack		10 pack						
	Battery; Super Heavy Duty; AAA; 4 pcs/pack		15 pack						
	Paper Towel Tissue; Interfolded; 175 pulls		50 pack						
	Bathroom Tissue; 2 ply; 150 pulls; 24 pcs/pack		30 pack						
	Dishwashing Liquid; 475 ml; Anti-bacterial		15 bottle						
	Liquid Hand Soap; 450 ml; Anti-bacterial		15 bottle						
	Scrub Sponge; 100x75x30mm; Heavy Duty		30 piece						
	Trodat Stamp Ink; Black; 28 ml/bottle		10 bottle						
	Alcohol 70%scented,500ml		20 bottle						
	Disinfectant Spray; 510g; Kills 99.9% of Viruses & Bacteria		10 bottle						
	Stainless Spoon; 18.3x4.2x3 cm; Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance		24 piece						
	Stainless Fork; 20.2x2.6x3.5 cm; Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance		24 piece						
	Stainless Coffee Spoon; 12.5x2.6x2.6 cm;		24 piece						

	<i>Durable; Made of high quality food grade stainless steel; Rust and corrosion resistance</i>								
	<i>Dish Rack Cabinet; Made from Polypropylene; 48x37x82.5 cm; Plates, utensils, and cups organizer</i>		1 piece						
	<i>Bowl; Ceramic; Thick; White ; 12.5cm diameter x 6.5cm height/deep; Microwave and oven safe</i>		12 piece						
	<i>Drinking Glass; Transparent; 280 ml capacity; Thick; Wide Mouth</i>		18 piece						
	<i>Cutlery Holder; With Drainer; Made with High Quality Plastic; With Cover</i>		1 piece						
	<i>Oven Toaster; 14L Capacity; 1500 Watts Power; Stainless Steel Front Panel; With variable temperature control</i>		1 Unit						
	<i>Extension Cord Wheel; 10 meters cord; 2500 Watts Maximum Load; 10A 250V; With 3 Outlets; With Breaker Button; Heavy duty</i>		2 piece						
									<b>Sub-total (Lot 3)</b>
									<b>GRAND TOTAL</b>

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

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

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

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