



REQUEST TO SUBMIT PROPOSAL FOR LOT 1- ACCOMMODATION, LOT 2- CATERING SERVICES WITH VENUE AND LOT 3- TRAINING MATERIALS FOR USE DURING THE CONDUCT OF TRAINING CUM WORKSHOP FOR DISASTER RISK REDUCTION MANAGEMENT AND INFORMATION SYSTEM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED EIGHTY-SEVEN THOUSAND FOUR HUNDRED PESOS (PHP387,400.00) 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- Accommodation			
47 pax	Room Accommodation for 3 days	1,000.00/pax/ day	141,000.00
Sub-total for Lot 1			141,000.00
Lot 2- Catering Services with Venue			
47 pax	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 3 days	1,400.00/pax/ day	197,400.00
Sub-total for Lot 2			197,400.00
Lot 3- Supplies			
2 pcs	Training monitor (50 inch TV)	12,300.00	24,600.00
2 pcs	TV Stand	7,000.00	14,000.00
7 box	Sublimation mug	1,000.00	7,000.00
2 pcs	HDMI cable (20 meter long)	600.00	1,200.00
2 pcs	HDMI Splitter (1 in 4 out support)	550.00	1,100.00
2 rim	Bond paper A4	250.00	500.00
2 box	Ballpen	300.00	600.00
Sub-total for Lot 3			49,000.00
TOTAL			387,400.00

The agency intends to apply the amount **Three Hundred Eighty-Seven Thousand Four Hundred Pesos (Php387,400.00)** 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- ACCOMMODATION

1. **VILLA CACERES HOTEL** – Naga City
2. **THE AVENUE PLAZA HOTEL** – Naga City
3. **SUMMIT HOTEL**– Naga City and all interested bidders

LOT 2- CATERING SERVICES WITH VENUE

1. **VILLA CACERES HOTEL** – Naga City
2. **THE AVENUE PLAZA HOTEL** – Naga City
3. **SUMMIT HOTEL**– Naga City and all interested bidders

LOT 3- SUPPLIES

1. **RFK GENERAL MERCHANDISE** – Pili Camarines Sur



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

2. **ROCKWOOD CONSUMER GOODS TRADING** – Pili Camarines Sur
3. **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 for Lot 1&2 only
5. Menu for Lot 2 (Please see attached end-user's preferred menu)
6. Pictures/brochure of products being offered for Lot 3

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 25 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 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.

September 19, 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]

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- ACCOMMODATION, LOT 2- CATERING SERVICES WITH VENUE AND LOT 3- TRAINING MATERIALS FOR USE DURING THE CONDUCT OF TRAINING CUM WORKSHOP FOR DISASTER RISK REDUCTION MANAGEMENT AND INFORMATION SYSTEM**

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- Accommodation									
	Room Accommodation for 3 days		47 pax						
								Sub-total for Lot 1	
Lot 2- Catering Services with Venue									
	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 3 days		47 pax						
								Sub-total for Lot 2	
Lot 3- Supplies									
	Training monitor (50 inch TV)		2 pcs						
	TV Stand		2 pcs						
	Sublimation mug		7 box						
	HDMI cable (20 meter long)		2 pcs						
	HDMI Splitter (1 in 4 out support)		2 pcs						
	Bond paper A4		2 rim						
	Ballpen		2 box						
								Sub-total for Lot 3	
								GRAND TOTAL	

Name: _____

Legal Capacity: _____

Signature: _____

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

Menu		Pax
Breakfast	Fried rice, fried egg, tocino, coffee	47
AM Snack	Pansit bato guisado, toasted bread, minute maid	47
Lunch	Steamed rice, chicken inasal, mixed veggies, mixed fruits, bottled water	47
PM Snack	Fries and & chips, dimsum treats, coca cola	
Dinner	Steamed rice, pork chop, mixed veggies, banana, bottled water	47
Breakfast	Fried rice, fried egg, tapa, coffee	47
AM Snack	Special baked mac, banana bread, juice	47
Lunch	Steamed rice, lechon kawali, ginataang sitaw, banana, bottled water	47
PM Snack	Puto and kutsinta, juice	47
Dinner	Steamed rice, pork caldereta, pakbet, mixed fruits, bottled water	47
Breakfast	Fried rice, fried egg, boneless bangus, coffee	47
AM Snack	Spaghetti, lumpia, sprite	47
Lunch	Steamed rice, lechon kawali, pakbet, mixed fruits, bottled water	47
PM Snack	Bihon guisado, toasted bread, juice	47
Dinner	Steamed rice, fried chicken, laing, bottled water	47