



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

PROJECT TITLE: LOT 1 - FOOD IN CAMARINES SUR, LOT 2- VAN RENTAL, LOT 3 - TRAINING SUPPLIES, OFFICE SUPPLIES, STARTER KIT, GARDEN TOOLS TO BE USE FOR TRAINING ON PLANT PROPAGATION and CONSULTATION WITH CIVIL SOCIETY ORGANIZATIONS (CSO) AND OTHER STAKEHOLDERS ON DA's FY 2026 PLAN AND BUDGET PROPOSAL, JOINT PLANNING EXERCISES (JPE) FOR DA's FY 2026 PLAN AND BUDGET PROPOSAL PREPARATION AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED THIRTY THOUSAND TWO HUNDRED FIVE (PhP330,205.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR.

**[SVP#75-2024-PMED] REQUEST TO SUBMIT PROPOSAL FOR THE LOT 1 - FOOD IN CAMARINES SUR, LOT 2- VAN RENTAL, LOT 3 - TRAINING SUPPLIES, OFFICE SUPPLIES: LOT 4-STARTER KIT, GARDEN TOOLS TO BE USE FOR TRAINING ON PLANT PROPAGATION and CONSULTATION WITH CIVIL SOCIETY ORGANIZATIONS (CSO) AND OTHER STAKEHOLDERS ON DA's FY 2026 PLAN AND BUDGET PROPOSAL, JOINT PLANNING EXERCISES (JPE) FOR DA's FY 2026 PLAN AND BUDGET PROPOSAL PREPARATION AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED THIRTY THOUSAND TWO HUNDRED FIVE (PhP330,205.00) 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 supplier to submit complete bid proposal for the:

QUANTITY	PARTICULARS	UNIT COST	TOTAL COST
	<b>LOT 1 - FOOD (CAMARINES SUR)</b>		
	<b>TRAINING ON PLANT PROPAGATION</b>		
5 pax	Breakfast	150.00	750.00
25 pax	2 Snacks & Lunch	450.00	11,250.00
	<b>CONSULTATION WITH CIVIL SOCIETY ORGANIZATIONS (CSO) AND OTHER STAKEHOLDERS ON DA's FY 2026 PLAN AND BUDGET PROPOSAL</b>		
50 pax	Breakfast	150.00	7,500.00
95 pax	AM Snack	100.00	9,500.00
95 pax	Lunch	250.00	23,750.00
95 pax	PM Snack	100.00	9,500.00
50 pax	Dinner	200.00	10,000.00
	<b>JOINT PLANNING EXERCISES (JPE) FOR DA's FY 2026 PLAN AND BUDGET PROPOSAL PREPARATION</b>		
	<b>For SUCs, BAACs and NGAs</b>		
	<b>DAY 1 (Note: 3 batches)</b>		
50 pax	AM Snack	100.00	15,000.00
50 pax	Lunch	250.00	37,500.00
50 pax	PM Snack	100.00	15,000.00
10 pax	Dinner	200.00	6,000.00
	<b>DAY 2(Note :3 batches)</b>		
10 pax	Breakfast	150.00	4,500.00
50 pax	AM Snack	100.00	15,000.00
50 pax	Lunch	250.00	37,500.00
50 pax	PM Snack	100.00	15,000.00
	<b>For LGUs</b>		
70 pax	AM Snack	100.00	7,000.00
70 pax	Lunch	250.00	17,500.00
70 pax	PM Snack	100.00	7,000.00
10 pax	Dinner	200.00	2,000.00
	<b>DAY 2</b>		
10 pax	Breakfast	150.00	1,500.00
70 pax	AM Snack	100.00	7,000.00
70 pax	Lunch	250.00	17,500.00
70 pax	PM Snack	100.00	7,000.00
	<b>TOTAL LOT 1:</b>		<b>₱284,250.00</b>

	<b>LOT 2- VAN RENTAL</b>		
1 unit	CAMARINES SUR	7,000.00	
	<b>TOTAL LOT 2:</b>		<b>₱7,000.00</b>
	<b>LOT 3- TRAINING SUPPLIES, OFFICE SUPPLIES,</b>		
	Training Supplies		
15 pcs	NOTEBOOK (PRO EARTH SPIRAL-50leaves)	100.00	1,500.00
15 pcs	BALLPEN (HBW)	20.00	300.00
15 pcs	BROWN ENVELOPE - LONG & EXPANDING	35.00	525.00
	Office Supplies		
3 reams	Book Paper A4	230.00	690.00
3 pcs	Certificate Frame - A4	180.00	540.00
3 packs	Laid Paper (A4, white)	400.00	1,200.00
3 packs	Colored Paper Long	150.00	450.00
1 pc	Tarpaulin 5x8		500.00
	<b>Total for lot 3</b>		<b>P5,705.00</b>
	<b>LOT 4: STARTER KIT, GARDEN TOOLS</b>		
	Starter Kit		
15 pcs	Budding knives	800.00	12,000.00
15 pcs	Pruning Shears	750.00	11,250.00
15 packs	Polyethylene Bag (20x30).003	180.00	2,700.00
15 packs	Ice candy wrapper (6x10)	20.00	300.00
	Garden Tools		
2 units	Wheel Borrow	1,500.00	3,000.00
2 pcs	Shovel	300.00	600.00
2 packs	Hoe	400.00	800.00
2 packs	Rake	300.00	600.00
2 sets	Garden hose w/nozzle - 20mtrs long	1,000.00	2,000.00
	<b>Total for lot 4</b>		<b>₱33,250.00</b>
	<b>GRAND TOTAL</b>		<b>₱330,205.00</b>

The agency intends to apply the amount **Three Hundred Thirty Thousand Two Hundred five (PhP330,205.00)** as the Approved Budget for the Contract. **Partial Bid is allowed.**

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 - **CRYSTAL ANGEL CATERING SERVICES, Camelia Homes, Naga City, MAF COOP**, Pili, Cam. Sur and **JEANINE'S EATERY**, Pili, C.S; Lot 2- **DIOSA KOBI TRAVEL & TOURS**, Pili Camarines Sur; **BENMAR TRANSPORT**, Daraga, Albay, **AOL TRAVEL & TOURS**, Legazpi City; Lot 3 &4- **FJD GENERAL MERCHANDISE**, Naga City, **BONING'S TRADING**, Naga City **AND RFK GENERAL MERCHANDISE**, Pili, C.S. and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's/Business Permit
2. DTI/SEC/CDA Registration
3. PhilGeps Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Menu Lot 1

The bidders are required to pay the non-refundable **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 duly received by BAC Secretariat through Manual Submission not later than 1:00PM in the afternoon of 9 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 **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 further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili Camarines Sur or via email [bacrfo5@gmail.com](mailto:bacrfo5@gmail.com)

September 3, 2024 San Agustin, Pili, Camarines Sur.

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

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

**BID FORM**  
**(SVP-**  
**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.

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]**

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]*

*GPPB Resolution No. 16-2020, dated 16 September 2020*

<b>MENU</b>	
<b>BREAKFAST</b>	Hotdog, Sunny Side-Up, Garlic Coffee, Coffee, Fruit in Season
	Beef Meatloaf, Scrambled Egg, Garlic Rice, Coffee, Fuit in Season
	Sunny Side up, Tuyo, Ionnganisa, Banana/Bottled Water
<b>AM SNACKS</b>	Pancit Palabok, Emapanada, Buko Juice
	Bihon with Puto, Fresh Cucumber Juice
	Spaghetti and garlic bread, Fresh Cucumber Juice
	Puto with Dinuguan, Buko Juice
	Pansit Guisado with Sandwich Bread, Juice
	Spaghetti, Toasted Bread, Juice
	palabok w/ puto cheese, lemon soda
	Chiffon Cake, Iced Ginger Tea
	Steamed Siopao, Blue Lemonade
	Sandwich, Sotanghon, Juice
<b>LUNCH</b>	Rice, Crab Omelet, Vegetable Casserole, Leche Flan
	Rice, Korean spare-ribs, Fresh Lumpla, Buko Salad
	Rice, Beef or seafood Kare-Kare, Siomal, Buko Salad
	Rice Grilled Liempo, Banana Blossom Salad, Leche Flan
	Mushroom Soup, Rice, Fresh Lumpia Fried Chicken, Buko Salad, Juice
	Rice, beef steak, mix veggies, Banana, Bottled Water
	Fried chicken, Chopsuey, Rice, Banana, Bottled water
	Rice, beef steak, mix veggies, leche flan, Bottled Water
	Pochero, Buttered Shrimp, Inihaw na Isda, Rice, Dessert
	Cream of Corn Soup, Vegetable Casserole, Roasted Chicken
	Steamed Rice, Leche Flan
	Sinampalukang Manok, Bagnet Bicol Style, Sauteed Vegetables Kanin Puti, Fresh Fruits
<b>PM SNACKS</b>	Clubhouse Sandwich, -Fresh-Mango Juice
	Cheeseburger, Fresh Buko Juice
	3 pcs Kutchinta, Fresh Buko Juice
	2 pes Turon, Fresh Mango Juice
	Sotanghon, Guisado, Pizza Bread with Fries Juice
	chiffon cake, minute maid
	Pansit Guisado, Cheese Brea, C2
	Ensaymada, Sotanghon, softdrinks
	Bihon w/ Bread, Tea w/ Lemon
	Bihon Guisado with bread, Pomelo Juice
Empanada, Bihon, Juice in can	
<b>DINNER</b>	Alugbati soup,Rice, Pili Crusted Tanigue W/ Hot Mango Dip, Mixed Vegetable Salad, Tempura Mushroom, Patola W/ Dried Scallop, Guyabano Square
	Chicken Tinola, Vegetable Sisig, Grilled Liempo, Steamed Rice, Fruity Leche Plan
	Kalabasa soup, Stir Fry Okra w/ Mushroom, Lumpia Daing, Stuffed Chicken, Suman, Colored Rice, Juice

**FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**

Name of project: **LOT 1 – LOT 1 – FOOD IN CAMARINES SUR, LOT 2- VAN RENTAL, LOT 3 – TRAINING SUPPLIES, OFFICE SUPPLIES, LOT 4: STARTER KIT, GARDEN TOOLS TO BE USE FOR TRAINING ON PLANT PROPAGATION and CONSULTATION WITH CIVIL SOCIETY ORGANIZATIONS (CSO) AND OTHER STAKEHOLDERS ON DA's FY 2026 PLAN AND BUDGET PROPOSAL, JOINT PLANNING EXERCISES (JPE) FOR DA's FY 2026 PLAN AND BUDGET PROPOSAL PREPARATION**

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)
	LOT 1 – FOOD								
	TRAINING ON PLANT PROPAGATION								
	Breakfast		5 pax						
	2 Snacks & Lunch		25 pax						
	CONSULTATION WITH CIVIL SOCIETY ORGANIZATIONS (CSO) AND OTHER STAKEHOLDERS ON DA's FY 2026 PLAN AND BUDGET PROPOSAL								
	Breakfast		50 pax						
	AM Snack		95 pax						
	Lunch		95 pax						
	PM Snack		95 pax						
	Dinner		50 pax						
	JOINT PLANNING EXERCISES (JPE) FOR DA's FY 2026 PLAN AND BUDGET PROPOSAL PREPARATION								
	For SUCs, BAACs and NGAs								
	<b>DAY 1 (3batches)</b>								
	AM Snack		50 pax						
	Lunch		50 pax						



	PM Snack		50 pax						
	Dinner		10 pax						
	<b>DAY 2 (3batch)</b>								
	Breakfast		10 pax						
	AM Snack		50 pax						
	Lunch		50 pax						
	PM Snack		50 pax						
	For LGUs(1 BATCH)								
	AM Snack		70 pax						
	Lunch		70 pax						
	PM Snack		70 pax						
	Dinner		10 pax						
	DAY 2								
	Breakfast		10 pax						
	AM Snack		70 pax						
	Lunch		70 pax						
	PM Snack		70 pax						
	<b>TOTAL LOT 1:</b>								
	<b>LOT 2- VAN RENTAL</b>								
	CAMARINES SUR		1 unit						
	<b>TOTAL LOT 2:</b>								
	<b>LOT 3- TRAINING SUPPLIES, OFFICE SUPPLIES,</b>								
	Training Supplies								
	NOTEBOOK (PRO EARTH SPIRAL-50leaves)		15 pcs						
	BALLPEN (HBW)		15 pcs						
	BROWN ENVELOPE - LONG & EXPANDING		15 pcs						
	Office Supplies								
	Book Paper A4		3 reams						
	Certificate Frame - A4		3 pcs						
	Laid Paper (A4, white)		3 packs						

	Colored Paper Long		3 packs						
	Tarpaulin 5x8		1pcs						
	<b>TOTAL LOT 3:</b>								
	<b>LOT 4 - STARTER KIT, GARDEN TOOLS</b>								
	Starter Kit								
	Budding knives		15 pcs						
	Pruning Shears		15 pcs						
	Polyethylene Bag (20x30).003		15 packs						
	Ice candy wrapper (6x10)		15 packs						
	Garden Tools								
	Wheel Borrow		2 units						
	Shovel		2 pcs						
	Hoe		2 packs						
	Rake		2 packs						
	Garden hose w/nozzle - 20mtrs long		2 sets						
	<b>TOTAL LOT 4:</b>								
	<b>GRAND TOTAL</b>								

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

Legal capacity: \_\_\_\_\_

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

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