



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

PROJECT TITLE: LOT 1 – FOOD IN ALBAY, LOT 2 –
 SUPPLIES AND MATERIALS TO BE CY 2024
 BICOL AFCS YEAR-END CONSULTATION AND
 PERFORMANCE REVIEW: ABC-P97,200)

[SVP#77-2024-RAFC] REQUEST TO SUBMIT PROPOSAL FOR LOT 1 – FOOD IN ALBAY, LOT 2 – SUPPLIES AND MATERIALS TO BE CY 2024 BICOL AFCS YEAR-END CONSULTATION AND PERFORMANCE REVIEW WITH APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO NINETY-SEVEN THOUSAND TWO HUNDRED PESOS (PHP97, 200.00) 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
	LOT 1 – FOOD AND LODGING IN ALBAY		
	CY 2024 BICOL AFCs Year-End Consultation and Performance Review		
60 Pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner	1,000.00	60,000.00
25 pax	Accommodation	1,000.00	25,000.00
	Total for lot 1		₱85,000.00
	LOT 2 – SUPPLIES AND MATERIALS		
2 Boxes	Bond paper(A4) 5s	1,350.00	2,700.00
1 Box	Ballpen 70s	650	650.00
60 Pcs	Notebook	50	3,000.00
60 Pcs	Brown Envelope (Long)	30	1,800.00
10 Pcs	Certificate holder Glass A4	185	1,850.00
1 Pcs	Tarpaulin 8x12	700.00	700.00
3 Pcs	Load Card(500)	500.00	1,500.00
	Total for lot 2		₱12,200.00
	GRAND TOTAL		₱97,200.00

The agency intends to apply the amount **Ninety-Seven Thousand Two Hundred (Php97,200.00)** for Lot 1 – Food In Albay, Lot 2 – Supplies And Materials To Be Cy 2024 Bicol AFCS Year-End Consultation And Performance Review with 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 – **GAMBOA’S ORCHARD**, Malilipot, Albay, **THE MARISON HOTEL**, Legazpi City Albay and **PATIO DE SAN JOSE RESORT AND COVENTION CENTER** Malilipot, Albay; and Lot 2 - **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



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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 9:00 in the morning of 13 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 Adriano's Hall, 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 further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili Camarines Sur or via email bacrfo5@gmail.com

September 6, 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

MENU	
BREAKFAST	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
AM SNACKS	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
LUNCH	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
PM SNACKS	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	
DINNER	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 – FOOD IN ALABY, LOT 2 – SUPPLIES AND MATERIALS TO BE CY 2024 BICOL AFCS YEAR-END CONSULTATION AND PERFORMANCE REVIEW**

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 AND LODGING IN ALBAY								
	CY 2024 BICOL AFCs Year-End Consultation and Performance Review								
	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner		60 Pax						
	Accommodation		25 pax						
	TOTAL FOR LOT 1								
	LOT 2 – SUPPLIES AND MATERIALS								
	Bond paper(A4) 5s		2 Boxes						
	Ballpen 70s		1 Box						
	Notebook		60 Pcs						
	Brown Envelope (Long)		60 Pcs						
	Certificate holder Glass A4		10 Pcs						
	Tarpaulin 8x12		1 Pcs						
	Load Card		3 Pcs						
	TOTAL FOR LOT 2								
	Grand Total								

Name: _____

Legal capacity: _____

Signature: _____

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