



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

**[SVP-64- YFCP- 2024] REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1- OFFICE AND OTHER SUPPLIES AND LOT 2- ICT SUPPLIES FOR USE OF YFCP UNDER YFCP 2024 WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00) 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 quotation for the ff:

Unit	Item Description	Qty	Unit Cost	Total Cost
	<b>LOT 1- OFFICE SUPPLIES &amp; OTHER SUPPLIES</b>			<b>100,000.00</b>
pcs	Ballpen (Black, 0.5mm) @25.00/pc	100	25.00	2,500.00
pcs	Ballpen (Black, G-Tech, Micro Fine, 0.3mm) @ 85.00/pc	24	85.00	2,040.00
box	Binder Clip (32mm, black) @85/box	10	85.00	850.00
ream	Bond paper (Substance 20, A4 size) @260.00/ream	70	260.00	18,200.00
ream	Bond paper (Substance 20, Long size) @270.00/ream	5	270.00	1,350.00
pcs	Certificate Frame (Glass, A4 size, black, american flat horizontally) @300.00/pc	30	300.00	9,000.00
pcs	Certificate Holder (A4 size, Color Green) @55.00/pc	80	55.00	4,400.00
pcs	Certificate Paper (light yellow, A4 size, laid specialty paper) @65.00/pack	20	65.00	1,300.00
pcs	Certificate Paper (white, A4 size, laid specialty paper) @58.00/pack	10	58.00	580.00
pcs	Clear book (Long, color light purple 3pcs and 3pcs color blue) @150/pc	6	150.00	900.00
pcs	Clipboard (Expanded Paper Clip Board, Long, black, with cover ) @200.00/pc	10	200.00	2,000.00
pcs	Colored Paper (Assorted color, 80gsm, 25S per pack)	20	50.00	1,000.00
pcs	Cork board (40cm height and 60cm width) @400/pc	5	400.00	2,000.00
pcs	Correction Tape @50.00/pc	25	50.00	1,250.00
pcs	Envelope (Expandable portfolio, color blue) @30.00/pc	50	30.00	1,500.00
pcs	Envelope (Ordinary, Brown, A4) @8.00/pc	50	8.00	400.00
pcs	Envelope (Ordinary, Brown, Long) @9.00/pc	50	9.00	450.00
pcs	Expanding File Folder (Plastic Expanding File Folder, Long size, 13 pockets with label, Black color) @ 349.00/pc	5	349.00	1,745.00



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pcs	Fastener (plastic) @80.00/box	5	50.00	250.00
pcs	Folder (expanding, green, A4) @ 25.00/pc	100	25.00	2,500.00
pcs	Folder (Ordinary folder, white, Long) @ 11.00/pc	50	11.00	550.00
pcs	Gel Pen (Cosy-Feel 0.5, Black, kap.cat) @ 25.00 / pc	60	15.00	900.00
pcs	Glue (white, 130grms) @70/pc	10	70.00	700.00
pcs	Highlighter Marker (assorted color) @45.00/pc	50	45.00	2,250.00
pcs	ID card case (Vertical A6 size, 148 x 105mm,transparent Plastic Id protector) @45/pc	80	45.00	3,600.00
pcs	ID lace (color green) @25/pc	80	25.00	2,000.00
pcs	Lever Archfile (5 inch,Side clip, Long, Blue) @500.00/pc	6	500.00	3,000.00
pcs	Magfile (Color Blue, Size Legal, Horizontal) @200/pc	30	200.00	6,000.00
pcs	Manila paper (advance paper, 36X48In) @15.00/pc	50	15.00	750.00
pcs	Marker (Permanent, broad point tip, color black) @52.00/pc	30	52.00	1,560.00
pcs	Molar file box (with cover, color blue) @500.00/pc	10	500.00	5,000.00
pcs	Notebook (40 leaves, with spring) @45.00/pc	100	45.00	4,500.00
pcs	Notebook (A5 Journal Notebook, hard cover, color Blue or Black,80 sheets (80gsm) lined paper, ribbon marker, elastic closure and pen loop.) @500.00/pc	10	500.00	5,000.00
pcs	Pencil (Monggol Pencil with Eraser, No.2) @185.00/box	10	185.00	1,850.00
pcs	Portfolio Folder (Plastic, green, A4) @ 25.00/pc	30	25.00	750.00
pcs	Portfolio Folder (Plastic, green, Long) @ 25.00/pc	24	25.00	600.00
pcs	Scissors (heavy duty, pointed) @145.00/pc	15	145.00	2,175.00
pcs	Sticky notes (3x3inches, 500S assorted pastel color) @150.00/pc	20	150.00	3,000.00
cs	Tape (Paper masking tape, 1.5 inches) @30.00/pc	20	30.00	600.00
pcs	Tape (double sided, 1 inch) @50.00/pc	20	50.00	1,000.00
	<b>OTHER SUPPLIES AND MATERIALS</b>			<b>20,000.00</b>
box	Alcohol (Scented, 70% ethyl alcohol, 500ml) @150.00/pc	50	150.00	7,500.00
pcs	Battery (heavy duty, AA) @74.00/pc	25	74.00	1,850.00
pcs	Battery (heavy duty, AAA) @75.00/pc	30	75.00	2,250.00



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pc	Tissue paper (3 layers of 100% virgin pulp fibers 3 ply x 200 pulls = 600 sheets Econo Box Facial Tissue) @96/box	60	96.00	5,760.00
pcs	Air Freshener (180g room fresh gel, Downy Scent and Romantic Rose Scent) @220.00/pc	12	220.00	2,640.00
	<b>LOT 2- ICT SUPPLIES</b>			<b>30,000.00</b>
	<b>UPS</b> UPS (Model Name: APC BACK-UPS BV1000I-MS 1000VA/600W/230V Brand: APC Output power capacity: 1000 VA Output power : 600 W Input operation voltage (min): 170 V Input operation voltage (max): 280 V @6,000.00/unit	3	6,000.00	18,000.00
pcs	<b>Mouse</b> (Computer mouse, Color: Black Dimension: 125.7 x 64.5 x 38 mm Weight: 135g Cable Length: 150cm Sensor Resolution: 6400 DPI ) @990.00/unit	10	990.00	9,900.00
pcs	<b>Mouse Pad</b> (Memory Cotton Soft Mouse Pad Mat with Gel Wrist Support) @350.00/pc	6	350.00	2,100.00
	<b>GRAND TOTAL</b>			<b>₱150,000.00</b>

The agency intends to apply the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)** 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, Cam. Sur, **ALLAN JUSTINE GENERAL MERCHANDISE**, Magarao, Cam. Sur, **ERIVAN GENERAL MERCHANDISE**, 0585 Sapphire St., Lomeda Subd. San Felipe, Naga City, and all interested bidders are hereby requested to submit the following documents:

1. Mayors Permit (updated or proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Brochure/Picture



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The bidders are required to pay Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in duplicate and marked with index/ear tabs or side-end tabs to identify the page components, 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 not later than **1:00PM of 14 October 2024** at Sta. Catalina Hall , FOD Building, DA RFO-5, Pili, Camarines Sur. Opening of proposal will be on the same date and time. Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information please email at **bacrfo5@gmail.com**. DA-BAC Secretariat Office.

07 October 2024, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
OIC, RTD for Research and Regulations  
Chairperson, Bids and Awards Committ

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: \_\_\_\_\_

**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*

**FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**

Name of project: **SUPPLY AND DELIVERY OF LOT 1- OFFICE AND OTHER SUPPLIES AND LOT 2- ICT SUPPLIES FOR USE OF YFCP UNDER YFCP 2024**

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)
	<b>LOT 1- OFFICE SUPPLIES &amp; OTHER SUPPLIES</b>								
	Ballpen (Black, 0.5mm) @25.00/pc		100pcs						
	Ballpen (Black, G-Tech, Micro Fine, 0.3mm) @ 85.00/pc		24pcs						
	Binder Clip (32mm, black) @85/box		10box						
	Bond paper (Substance 20, A4 size) @260.00/ream		70ream						
	Bond paper (Substance 20, Long size) @270.00/ream		5ream						
	Certificate Frame (Glass, A4 size, black, american flat horizontally) @300.00/pc		30pcs						
	Certificate Holder (A4 size, Color Green) @55.00/pc		80pcs						
	Certificate Paper (light yellow, A4 size, laid specialty paper) @65.00/pack		20pcs						
	Certificate Paper (white, A4 size, laid specialty paper) @58.00/pack		10pcs						
	Clear book (Long, color light purple 3pcs and 3pcs color blue) @150/pc		6pcs						
	Clipboard (Expanded Paper Clip Board, Long, black, with cover ) @200.00/pc		10pcs						
	Colored Paper (Assorted color, 80gsm, 25S per pack)		20pcs						
	Cork board (40cm height and 60cm width) @400/pc		5pcs						



Correction Tape @50.00/pc		25pcs						
Envelope (Expandable portfolio,color blue) @30.00/pc		50pcs						
Envelope (Ordinary, Brown, A4) @8.00/pc		50pcs						
Envelope (Ordinary, Brown, Long) @9.00/pc		50pcs						
Expanding File Folder (Plastic Expanding File Folder, Long size, 13 pockets with label, Black color) @ 349.00/pc		5pcs						
Fastener (plastic) @80.00/box		5pcs						
Folder (expanding, green, A4) @ 25.00/pc		100pcs						
Folder (Ordinary folder, white, Long) @ 11.00/pc		50pcs						
Gel Pen (Cosy-Feel 0.5, Black, kap.cat) @ 25.00 / pc		60pcs						
Glue (white, 130grms) @70/pc		10pcs						
Highlighter Marker (assorted color) @45.00/pc		50pcs						
ID card case (Vertical A6 size, 148 x 105mm, transparent Plastic Id protector) @45/pc		80pcs						
ID lace (color green) @25/pc		80pcs						
Lever Archfile (5 inch,Side clip, Long, Blue) @500.00/pc		6pcs						
Magfile (Color Blue, Size Legal, Horinzontal) @200/pc		30pcs						
Manila paper (advance paper, 36X48In) @15.00/pc		50pcs						
Marker (Permanent, broad point tip, color black) @52.00/pc		30pcs						
Molar file box (with cover, color blue) @500.00/pc		10pcs						
Notebook (40 leaves, with spring) @45.00/pc		100pcs						
Notebook (A5 Journal Notebook, hard cover, color Blue or Black,80 sheets (80gsm) lined paper, ribbon marker, elastic closure and pen loop.) @500.00/pc		10pcs						

Pencil (Monggol Pencil with Eraser, No.2) @185.00/box		10pcs							
Portfolio Folder (Plastic, green, A4) @ 25.00/pc		30pcs							
Portfolio Folder (Plastic, green, Long) @ 25.00/pc		24pcs							
Scissors (heavy duty, pointed) @145.00/pc		15pcs							
Sticky notes (3x3inches, 500S assorted pastel color) @150.00/pc		20pcs							
Tape (Paper masking tape, 1.5 inches) @30.00/pc		20pcs							
Tape (double sided, 1 inch) @50.00/pc		20pcs							
<b>OTHER SUPPLIES AND MATERIALS</b>									
Alcohol (Scented, 70% ethyl alcohol, 500ml) @150.00/pc		50box							
Battery (heavy duty, AA) @74.00/pc		25pcs							
Battery (heavy duty, AAA) @75.00/pc		30pcs							
Tissue paper (3 layers of 100% virgin pulp fibers 3 ply x 200 pulls = 600 sheets Econo Box Facial Tissue) @96/box		60pcs							
Air Freshener (180g room fresh gel, Downy Scent and Romantic Rose Scent) @220.00/pc		12pcs							
<b>LOT 2- ICT SUPPLIES</b>									
<b>UPS</b> UPS (Model Name: APC BACK-UPS BV1000I-MS 1000VA/600W/230V Brand: APC Output power capacity: 1000 VA Output power : 600 W Input operation voltage (min): 170 V Input operation voltage (max): 280 V @6,000.00/unit		3 unit							

	<b>Mouse</b> (Computer mouse,Color: Black Dimension: 125.7 x 64.5 x 38 mm Weight: 135g Cable Length: 150cm Sensor Resolution: 6400 DPI ) @990.00/unit		10pcs						
	<b>Mouse Pad</b> (Memory Cotton Soft Mouse Pad Mat with Gel Wrist Support) @350.00/pc		6pcs						

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

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

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

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

