



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
REGIONAL FIELD OFFICE NO. 5

San Agustin, Pili, Camarines Sur  
Telephone No. (054) 8712040 to 49  
Email:da5ored@yahoo.com

PROJECT TITLE: SUPPLY AND DELIVERY OF OFFICE,  
OTHER SUPPLIES AND MEDICINE FOR USE AT  
REGULATORY DIVISION; ABC-P325,984.00

**(SVP#89-2024-REG) REQUEST TO SUBMIT QUOTATION OF PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE, OTHER SUPPLIES AND MEDICINES FOR USE AT REGULATORY DIVISION WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED TWENTY-FIVE THOUSAND NINE HUNDRED EIGHTY-FOUR PESOS (₱325,984.00). 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:

QTY.	UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
		<b>LOT 1 - Office Supplies...</b>		
300	reams	Book Paper, S-24, size: A4, 80gsm	364.00	109,200.00
30	dozens	Expanding Folder (long) - green	325.00	9,750.00
20	dozens	Expanding Envelope (long)	460.00	13,800.00
30	dozens	Brown Envelope (Long)	40.00	1,200.00
30	dozens	Folder (long, Ordinary) white	75.00	2,250.00
10	pcs	Yellow pad paper	55.00	550.00
2	packs	Laminating Film A4 size	495.00	990.00
36	pcs	Desk File Organizer Single Section, Plastic VERTICAL Document Folder; Molar File, Sturdy/Heavy Duty	125.00	4,500.00
10	pcs	2 layer Accordion Long Expanding Document Envelope with Handle, Waterproof, heavy duty	275.00	2,750.00
2	pcs	Long Arm Booklet Stapler (kangaroo)	765.00	1,530.00
6	pcs	Kangaro Less Effort Stapler No.35	485.00	2,910.00
6	packs	Photopaper high quality	250.00	1,500.00
36	pcs	Elmer's Glue all purpose, 130g	65.00	2,340.00
36	pcs	Correction Tape, in individual pack	50.00	1,800.00
24	pcs	Correction Fluid (Metal Tip)	38.00	912.00
1	roll	Plastic Cover Roll Gauge 2.6 1.2m x 50m	950.00	950.00
6	pcs	Trodat Ink, black	250.00	1,500.00
40	boxes	Paperclip, small, vinyl coated, 33mm	25.00	1,000.00
40	boxes	Paperclip, large, vinyl coated, 50mm	32.00	1,280.00
36	boxes	Binder clip (big) 2"	125.00	4,500.00
36	boxes	Binder clip (medium) 1 & 1/4"	55.00	1,980.00
36	boxes	Binder clip (small) 3/4"	35.00	1,260.00
36	liter	Isopropyl Alcohol (70%) PUMP SPRAY w/Moisturizer & guava extract, 1L	250.00	9,000.00
24	boxes	NEON HIGHLIGHTER SET 4's (Pink, Orange, Green, Yellow)	125.00	3,000.00
10	boxes	Sign Pen, BLACK, broad, rollerball, Hi-tecpoint,V10 Grip, 1mm	1,200.00	12,000.00
24	boxes	Sign Pen, BLACK FINE, Hi-tecpoint,V7 Grip, 0.7mm; RETRACTABLE	998.00	23,952.00
12	boxes	Sign Pen, BLUE, FINE, Hi-tecpoint,V7 Grip, 0.7mm; RETRACTABLE	998.00	11,976.00
5	boxes	Sign Pen, RED, FINE, Hi-tecpoint,V7 Grip, 0.7mm; RETRACTABLE	998.00	4,990.00



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5	boxes	Sign Pen, GREEN, FINE, Hi-tecpoint,V7 Grip, 0.7mm; RETRACTABLE	998.00	4,990.00
10	boxes	Pencil, Mongol #2, lead, with eraser, 12 doz per box	145.00	1,450.00
12	pcs	Eraser, Staedtler rasoplast White	40.00	480.00
		<b>TOTAL LOT 1</b>		<b>240,290.00</b>
		<b>LOT 2 - Other Supplies...</b>		
26	sets	Raincoat/rain suit, top & bottom, for motorcycle rider with Reflector; thick & quality/durable	425.00	11,050.00
6	boxes	Gauze pad 4x4x8	360.00	2,160.00
13	pcs	Absorbent Cotton, 100g	130.00	1,690.00
26	bot	Isopropyl/Ethyl Alcohol (70%) 500ml	120.00	3,120.00
30	dozens	Tissue (3 Ply)	230.00	6,900.00
5	dozens	Plastic bag/ sando bag Large	120.00	600.00
5	packs	Ecobag Large 50's	1,250.00	6,250.00
10	packs	Paperbag, Brown, small (4in width), 100's	60.00	600.00
26	pairs	Rain Shoes Cover Waterproof, Reusable, Anti Slip, Washable, hi-cut	75.00	1,950.00
1	units	Extension Cord Set 5 Gang Outlet Socket with Switch; Surge Protector Power Strip, 3-5 meters chord, HD	850.00	850.00
1	unit	Extension Wheel Universal Outlet, 15 meters length, HD	2,100.00	2,100.00
2	pcs	Professional Tape Measure, Retractable Slide Lock, 8m metro (Stanley)	250.00	500.00
36	packets	BATTERY, size AA, alkaline, 4 pcs./packet, LONG LASTING	199.00	7,164.00
36	packets	BATTERY, size AAA, alkaline, 2 pcs./packet, LONG LASTING	85.00	<u>3,060.00</u>
		<b>TOTAL LOT 2</b>		<b>47,994.00</b>
		<b>LOT 3-Medicines</b>		
26	boxes	Vitamin C w/ zinc, 30/box	1,450.00	37,700.00
		<b>TOTAL LOT 3</b>		<b>37,700.00</b>
		<b>GRAND TOTAL</b>		<b>P325,984.00</b>

The agency intent to apply the amount of **THREE HUNDRED TWENTY-FIVE THOUSAND NINE HUNDRED EIGHTY-FOUR PESOS (P325,984.00)** for **Supply and Delivery of Office, Other Supplies and Medicines for use at Regulatory Division** 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 1/2 - RFK GENERAL MERCHANDISE, BONING'S TRADING, & BOOKSHOP CENTER INC., and LOT 3 - J RACS PHARMACEUTICAL DISTRIBUTION, BAYNOSA PHARMACEUTICAL DISTRIBUTION AND MED-RX DRUG AND MEDICAL SUPPLIES Naga City; and all interested bidders are hereby requested to submit the following documents.



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1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement(LOT 1 AND 2 ONLY)

The bidders are required to pay Php **500.00 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 marked with ear tabs or side-end tabs to identify the page components, and shall be property 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 1:30pm in the Afternoon of 7 October 2024** at BAC Office, DA RFO 5, San Agustin, Pili, Cam. Sur. **Late bids shall not be accepted.** Opening of Proposal shall be at 1:00pm onwards at 2<sup>nd</sup> Floor, Adriano Hall, Admin. Building, DA RFO-V, 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, or via email **bacrfo5@gmail.com**.

30<sup>th</sup> September 2024, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**

OIC, RTD for Research and Regulation  
Chairperson, Bids and Awards Committee



## 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;**



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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.



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**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

**[[urat]**

*[Format shall be based on the latest Rules on Notarial Practice]*





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**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.

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

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

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

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



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**For Goods Offered from Within the Philippines**

Name of the Project: OFFICE SUPPLIES, OTHER SUPPLIES AND MEDICINES FOR USE AT REG. DIV.

Name of Bidder:/Authorized representative: \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
ITEM	DESCRIPTION	COUNTRY OF ORIGIN	QTY.	UNIT	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...</b>									
	Book Paper, S-24, size: A4, 80gsm		300	reams						
	Expanding Folder (long) - green		30	dozens						
	Expanding Envelope (long)		20	dozens						
	Brown Envelope (Long)		30	dozens						
	Folder (long, Ordinary) white		30	dozens						
	Yellow pad paper		10	pcs						
	Laminating Film A4 size		2	packs						
	Desk File Organizer Single Section, Plastic VERTICAL Document Folder; Molar File, Sturdy/Heavy Duty		36	pcs						
	2 layer Accordion Long Expanding Document Envelope with Handle, Waterproof, heavy duty		10	pcs						





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BAGONG PILIPINAS	Magsasakang Agrrikultura, Mamunlad na Ekonomiya	Telephone No. (054) 8712040 to 49	Email: da5ored@yahoo.com						
	Sign Pen, GREEN, FINE, Hi-tecpoint,V7 Grip, 0.7mm; RETRACTABLE			5	boxes				
	Pencil, Mongol #2, lead, with eraser, 12 doz per box			10	boxes				
	Eraser, Staedtler rasoplast White			12	pcs				
	<b>TOTAL LOT 1</b>								
	<b>LOT 2 - Other Supplies...</b>								
	Raincoat/rain suit, top & bottom, for motorcycle rider with Reflector; thick & quality/durable			26	sets				
	Gauze pad 4x4x8			6	boxes				
	Absorbent Cotton, 100g			13	pcs				
	Isopropyl/Ethyl Alcohol (70%) 500ml			26	bot				
	Tissue (3 Ply)			30	dozens				
	Plastic bag/ sando bag Large			5	dozens				
	Ecobag Large 50's			5	packs				
	Paperbag, Brown, small (4in width), 100's			10	packs				
	Rain Shoes Cover Waterproof, Reusable, Anti Slip, Washable, hi-cut			26	pairs				
	Extension Cord Set 5 Gang Outlet Socket with Switch; Surge Protector Power Strip, 3-5 meters chord, HD			1	units				
	Extension Wheel Universal Outlet, 15 meters length, HD			1	unit				
	Professional Tape Measure, Retractable Slide Lock, 8m metro (Stanley)			2	pcs				
	BATTERY, size AA, alkaline, 4 pcs./packet, LONG LASTING			36	packets				



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MAGONG PILIPINAS	Masagunang Agrikultura, Masunlad na Ekonomiya BATTERY, size AAA, alkaline, 2 pcs./packet, LONG LASTING	Telephone No. (054) 8712040 to 49 Email: da5ored@yahoo.com	36	packets						
	<b>TOTAL LOT 2</b>									
	<b>LOT 3-Medicine</b>									
	Vitamin C w/ zinc, 30/box		26	boxes						
	<b>TOTAL LOT 3</b>									
	<b>GRAND TOTAL</b>									

Signature: \_\_\_\_\_  
 (In the capacity of) \_\_\_\_\_  
 Duly authorized to sign Bid for and behalf of \_\_\_\_\_