



REQUEST TO SUBMIT PROPOSAL FOR PRINTING AND PUBLICATION OF OPERATIONAL MANUAL FOR USE UNDER AMIA PROGRAM 2024 IMPLEMENTATION AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVENTY-NINE THOUSAND SIXTY PESOS (PHP79,060.00) 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 |
|-------------------------------------|---|-----------|------------|
| PRINTING AND PUBLICATION OF: | | | |
| 134 pcs | OPERATIONAL MANUAL Size: 8.5 x 6.5 68 pages, C2s 80# 4 pages, C2s 180# w/ plastic lamination | 590/pc | ₱79,060.00 |

for use under AMIA Program 2024 Implementation. The agency intends to apply the amount of **Seventy-Nine Thousand Sixty Pesos (Php79,060.00)** 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, **NAGA GOLDPRINT INC**, Concepcion Grande, Naga City; **AMS PRESS, INC**, Peñafrancia Ave., Naga City; **PRIME DIGITAL PRINT CENTER**, Tinago, Naga City; and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/SEC/CDA Registration
3. Updated PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Sample

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 1:00 in the afternoon of 18 November 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 2nd Floor Admin Building, DA RFO-5, San Agustin, Pili, Camarines Sur.



Republic of the Philippines
REGIONAL FIELD OFFICE NO. 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.

November 12, 2024 San Agustin, Pili, Camarines Sur.

(signed)
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. : _____

For Goods Offered from Within the Philippines

Name of Project: **PRINTING AND PUBLICATION OF OPERATIONAL MANUAL FOR USE UNDER AMIA PROGRAM 2024 IMPLEMENTATION**

Name of Bidder: _____.

| 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) |
| 1 | PRINTING AND PUBLICATION OF: | | | | | | | | |
| | OPERATIONAL MANUAL Size: 8.5 x 6.5 68 pages, C2s 80# 4 pages, C2s 180# w/ plastic lamination | | 134 pcs | ₱ | ₱ | ₱ | ₱ | ₱ | ₱ |

Name: _____

Legal Capacity: _____

Signature: _____

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