



REQUEST TO SUBMIT PROPOSAL FOR THE LOT 1- CATERING SERVICES LOT 2- SUPPLIES AND MATERIALS FOR USE DURING THE CONDUCT OF FINANCIAL LITERACY SEMINAR FOR ELDERLY AND DIFFERENTLY ABLED PERSON (DAP) OF DA RFO 5 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FIFTY-SEVEN THOUSAND SIX HUNDRED FIFTY PESOS (PHP57,650.00) 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
Lot 1-Catering Services			
70 pax	AM Snacks, Lunch and PM Snacks	450.00	31,500.00
Sub-total Lot 1			31,500.00
Lot 2-Supplies and Materials			
27 reams	Bond paper A4	260.00	7,020.00
22 reams	Bond Paper long	300.00	6,600.00
15 boxes	Sign pen 0.5 blue	300.00	4,500.00
10 boxes	Sign pen 0.5 black	300.00	3,000.00
23 pcs	Ballpen	20.00	460.00
20 rolls	Clear tape 24mm x 66mm	80.00	1,600.00
39 pcs	Notebook	30.00	1,170.00
20 bottles	Alcohol 500ml	90.00	1,800.00
Sub-total Lot 2			26,150.00
GRAND TOTAL			57,650.00

The agency intends to apply the amount **Fifty-Seven Thousand Six Hundred Fifty Pesos (Php57,650.00)** 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,

LOT 1- CATERING SERVICES

1. **DADDY COOKS CATERING SERVICES** – Pili, Camarines Sur
2. **JEANINE'S EATERY** – Pili, Camarines Sur
3. **MAF COOP**– Pili, Camarines Sur, and all interested bidders

LOT 2- SUPPLIES

1. **RFK GENERAL MERCHANDISE** – Pili, Camarines Sur
2. **ROCKWOOD CONSUMER GOODS TRADING**- Pili, Camarines Sur
3. **ALSON'S TRADING** – Pili, Camarines Sur, and all interested bidders

Are hereby requested to submit the following document:

1. Mayor's Permit
2. PhilGEPS Registration
3. BIR Registration
4. Menu for Lot 1 (Please see attached menu)
5. Pictures/Brochure of Products being offered for Lot 2

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**



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

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 9:00 in the morning of 8 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 10:00AM onwards at 2nd Floor Operation Building, DA RFO-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 4, 2024 San Agustin, Pili, Camarines Sur.

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. : _____
Email Address : _____

For Goods Offered from Within the Philippines

Name of Project: **LOT 1- CATERING SERVICES LOT 2- SUPPLIES AND MATERIALS FOR USE DURING THE CONDUCT OF FINANCIAL LITERACY SEMINAR FOR ELDERLY AND DIFFERENTLY ABLED PERSON (DAP) OF DA RFO 5**

Name of Bidder: _.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXWper 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-Catering Services									
	AM Snacks, Lunch and PM Snacks		70 pax						
								Sub-total Lot 1	
Lot 2-Supplies and Materials									
	Bond paper A4		27 reams						
	Bond Paper long		22 reams						
	Sign pen 0.5 blue		15 boxes						
	Sign pen 0.5 black		10 boxes						
	Ballpen		23 pcs						
	Clear tape 24mm x 66mm		20 rolls						
	Notebook		39 pcs						
	Alcohol 500ml		20 bottles						
								Sub-total Lot 2	
								Grand Total	

Name: _____

Legal Capacity: _____

Signature: _____

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

PROPOSED MENU:

AM SNACKS:

Sotanghon
Puto with Cheese
Buco Juice

LUNCH:

Rice
Lumpiang Shanghai
Bicol Express
Pork adobong natural
Fruit salad
Bottled water

PM SNACKS:

Chicken pesto pasta
Garlic bread
Pineapple juice in can