



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 LOT 1:  
CATERING SERVICES AND LOT 2: OFFICE  
SUPPLIES, FOR USE IN THE CONDUCT OF YEAR  
END ASSESSMENT AND 2025 PLANNING  
WORKSHOP UNDER RAFIS. ABC-P89K

(SVP#106-2024-RAFIS) REQUEST TO SUBMIT OF PROPOSAL FOR **SUPPLY AND DELIVERY OF LOT 1: CATERING SERVICES AND LOT 2-OFFICE SUPPLIES**, FOR USE IN THE CONDUCT OF YEAR END ASSESSMENT AND 2025 PLANNING WORKSHOP UNDER RAFIS WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **EIGHTY-NINE THOUSAND PESOS (P 89,000.00)**. 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:

QTY.	UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
		<b><i>Food and Supplies for the Conduct of RAFIS year end Assessment and 2025 Planning Workshop</i></b>		
		<b><i>Lot 1- Meals</i></b>		
		<i>Day 1</i>		
30	pax	AM & PM Snacks	200.00	6,000.00
30	pax	Lunch	250.00	7,500.00
30	pax	Dinner	200.00	6,000.00
		<i>Day 2</i>		
30	pax	AM & PM Snacks	200.00	6,000.00
30	pax	Lunch	250.00	7,500.00
30	pax	Dinner	200.00	6,000.00
		<b>TOTAL LOT 1:</b>		<b>P39,000.00</b>
		<b><i>Lot 2 -Office Supplies</i></b>		
10	box	Bond Paper , A4 size, substance 20	1,250.00	12,500.00
6	box	Bond Paper , Legal size, substance 20	1,500.00	9,000.00
6	box	Bond Paper , Letter size, substance 20	1,150.00	6,900.00
3	box	Pencil, No. 2	150.00	450.00
30	pcs	Notebook	30.00	900.00
5	box	Ballpen, Gelpen Black ,0.5mm	350.00	1,750.00
4	box	Ballpen, Gelpen Blue ,0.5mm	350.00	1,400.00
30	pcs	Correction Tape	25.00	750.00
5	box	Ballpen,black, 10 pcs per box	295.00	1,475.00
5	box	Ballpen,blue10 pcs per box	295.00	1,475.00
30	pcs	Masking tape (1 inches)	40.00	1,200.00
30	pcs	Masking tape (2 inches)	50.00	1,500.00
30	pcs	Packing tape (2 inches)	80.00	2,400.00
45	pcs	Double sided tape (1 inches)	100.00	4,500.00
52	pcs	Certificate jacket	50.00	2,600.00
30	pcs	Permanent marker, black chisel/broadpoint	40.00	1,200.00
		<b>TOTAL LOT 2:</b>		<b>50,000.00</b>
		<b>GRAND TOTAL:</b>		<b>P89,000.00</b>



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 LOT 1:  
CATERING SERVICES AND LOT 2: OFFICE  
SUPPLIES, FOR USE IN THE CONDUCT OF YEAR  
END ASSESSMENT AND 2025 PLANNING  
WORKSHOP UNDER RAFIS. ABC-P89K

The agency intent to apply the **EIGHTY-NINE THOUSAND PESOS (P 89,000.00)** for **SUPPLY AND DELIVERY OF LOT 1: CATERING SERVICES AND LOT 2-OFFICE SUPPLIES, FOR USE IN THE CONDUCT OF YEAR END ASSESSMENT AND 2025 PLANNING WORKSHOP UNDER RAFIS** 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: CRYSTAL ANGEL CATERING SERVICES, Camelia Homes, Naga City, MAF COOP, Pili, Cam. Sur and JEANINE'S EATERY, Pili, C.S;** **LOT 2: FULL ATOM GENERAL MERECHANDISE, NAGA CITY, BOOKSHOP CENTER, NAGA CITY AND RFK GENERAL MERCHANDISE, PILI, C.S.**

1. Mayors Permit (updated or proof of renewal)
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement
6. Menu

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(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 9:00am in the Morning of December 4, 2024** at BAC Office, DA RFO 5, San Agustin, Pili, Cam. Sur. **Late bids shall not be accepted.** Opening of Proposal shall be at 10:00am onwards at 3<sup>rd</sup> Floor, Operations 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**.

28<sup>th</sup> November 2024, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
RTD for Research and Regulations  
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;**



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 LOT 1:  
CATERING SERVICES AND LOT 2: OFFICE  
SUPPLIES, FOR USE IN THE CONDUCT OF YEAR  
END ASSESSMENT AND 2025 PLANNING  
WORKSHOP UNDER RAFIS. ABC-P89K

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.



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 LOT 1:  
 CATERING SERVICES AND LOT 2: OFFICE  
 SUPPLIES, FOR USE IN THE CONDUCT OF YEAR  
 END ASSESSMENT AND 2025 PLANNING  
 WORKSHOP UNDER RAFIS. ABC-P89K

**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]*



**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 LOT 1:  
CATERING SERVICES AND LOT 2: OFFICE  
SUPPLIES, FOR USE IN THE CONDUCT OF YEAR  
END ASSESSMENT AND 2025 PLANNING  
WORKSHOP UNDER RAFIS. ABC-P89K

**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: \_\_\_\_\_





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 **LOT 1:**  
**CATERING SERVICES AND LOT 2: OFFICE**  
**SUPPLIES, FOR USE IN THE CONDUCT OF YEAR**  
**END ASSESSMENT AND 2025 PLANNING**  
**WORKSHOP UNDER RA FIS. ABC P89K**

pcs	Correction Tape							
box	Ballpen,black, 10 pcs per box							
box	Ballpen,blue10 pcs per box							
pcs	Masking tape (1 inches)							
pcs	Masking tape (2 inches)							
pcs	Packing tape (2 inches)							
pcs	Double sided tape (1 inches)							
pcs	Certificate jacket							
pcs	Permanent marker, black chisel/broadpoint							
	<b>TOTAL LOT 2:</b>							
	<b>GRAND TOTAL:</b>							

(In the capacity of) \_\_\_\_\_

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