



REQUEST TO SUBMIT PROPOSAL FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR UTILIZATION UNDER CY 2024 CORN & CASSAVA PROGRAM AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED TWENTY-FIVE THOUSAND ONE HUNDRED FIVE PESOS (PHP225,105.00) 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 consulting firms to submit complete bid proposal for the following:

QTY	PARTICULARS	UNIT COST	TOTAL COST
Supply and delivery of Office Supplies:			
690 reams	Book paper, s20, A4	250/rm	Php172,500.00
40 boxes	Laid Paper, s20, A4	350/box	14,000.00
25 pieces	Correction Tape, 5mm	35/pc	875.00
30 boxes	Fastener, for paper, metal, 50 sets per box	40/box	1,200.00
100 pieces	Ordinary ballpen, black, retractable (0.7 tip)	6/pc	600.00
50 pieces	Gel pen, black (0.7 tip)	35/pc	1,750.00
50 pieces	Gel pen, blue (0.7 tip)	35/pc	1,750.00
75 pieces	Certificate Holder (A4)	50/pc	3,750.00
15 boxes	Pastel Highlighter Pen (yellow-green/orange)	350/box	5,250.00
30 boxes	Tissue, facial	70/box	2,100.00
10 boxes	Board Certificate Paper, White/Pale Cream, Short (100 pcs/box)	400/box	4,000.00
17 boxes	Permanent Marker, Black, fine	200/box	3,400.00
12 pieces	Masking Tape, 2"	50/pc	600.00
19 pieces	Scissors, HD, big	70/pc	1,330.00
30 boxes	Staple wire #35	40/box	1,200.00
10 pieces	Certificate Frame, A4, glass picture frame with white matting	600/pc	6,000.00
4 boxes	Laminating Film (long)	1,200.00	4,800.00
TOTAL			PHP225,105.00

for utilization under CY 2024 Corn & Cassava Program. The agency intends to apply the amount of **Two Hundred Twenty-Five Thousand One Hundred Five Pesos (Php225,105.00)** 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, **NASAKIAH TRADING**, Goa, Camarines Sur; **PILI SCHOOL AND OFFICE SUPPLY**, Pili, Camarines Sur; **RFK GENERAL MERCHANDISE**, Pili, Camarines Sur; and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI/CDA/SEC Registration
3. PhilGEPS Registration



*Masaganang Agrikultura,
Maunlad na Ekonomiya*

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

4. BIR Registration
5. Omnibus Sworn Statement
6. Picture or Brochure

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 **9:00 in the morning of 13 December 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 Admin 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.

December 09, 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. : _____

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 t [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

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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]

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For Goods Offered from Within the Philippines

Name of Project: **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR UTILIZATION UNDER CY 2024 CORN & CASSAVA PROGRAM**

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	Supply and delivery of Office Supplies:								
	Book paper, s20, A4		690 reams	₱	₱	₱	₱	₱	₱
	Laid Paper, s20, A4		40 boxes						
	Correction Tape, 5mm		25 pieces						
	Fastener, for paper, metal, 50 sets per box		30 boxes						
	Ordinary ballpen, black, retractable (0.7 tip)		100 pieces						
	Gel pen, black (0.7 tip)		50 pieces						
	Gel pen, blue (0.7 tip)		50 pieces						
	Certificate Holder (A4)		75 pieces						
	Pastel Highlighter Pen (yellow-green/orange)		15 boxes						
	Tissue, facial		30 boxes						
	Board Certificate Paper, White/Pale Cream, Short (100 pcs/box)		10 boxes						
	Permanent Marker, Black, fine		17 boxes						
	Masking Tape, 2"		12 pieces						
	Scissors, HD, big		19 pieces						
	Staple wire #35		30 boxes						
	Certificate Frame, A4, glass picture frame with white matting		10 pieces						
	Laminating Film (long)		4 boxes						
								TOTAL	₱

Name: _____

Legal Capacity: _____

Signature: _____

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