



**REQUEST TO SUBMIT PROPOSAL FOR LOT 1- CATERING SERVICES AND LOT 2- SUPPLIES AND MATERIALS TO BE USE DURING THE CONDUCT OF PRE-ANNUAL PROGRAM ASSESSMENT AND PERFORMANCE REVIEW CY 2024, DAEA GENERAL ASSEMBLY AND ANNUAL RECONITION AND THANKSGIVING ACTIVITY OF THE DA RFO 5 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SIX HUNDRED THIRTY-THREE THOUSAND ONE HUNDRED EIGHTEEN PESOS AND TEN CENTAVOS (PHP633,118.10) 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	UNIT	PARTICULARS	UNIT COST	TOTAL COST
<b>Lot 1- Catering Services (with the inclusion of tables, chairs and stage decor)</b>				
231	pax	Day 1-AM snacks and Lunch	350.00	80,850.00
231	pax	Day 2-AM Snacks, and Lunch	350.00	80,850.00
500	pax	Day 3-AM Snacks	100.00	50,000.00
1060	pax	Merienda Cena	350.00	371,000.00
<b>Sub-total Lot 1:</b>				<b>582,700.00</b>
<b>Lot 2- Supplies and Materials</b>				
10	reams	Book Paper, S-24, size: A4	364.00	3,640.00
10	reams	Book Paper, S-24, Size: Legal/Long	370.00	3,700.00
10	doz	Expanding envelope, long	460.00	4,600.00
15	doz	Expanding folder, long	357.50	5,362.50
5	boxes	Signpen black	450.00	2,250.00
5	bottle	70% isopropyl Alcohol, pump spray, 1L	250.00	1,250.00
5	pc	Molar Box	468.60	2,343.00
5	box	paperclip, small, vinyl coated	25.00	125.00
4	set	Ink (Epson 664)	1,238.00	4,952.00
4	set	Ink (Epson L4150)	1,458.90	5,835.60
5	pack	Battery AAA pack of 2, longlasting	85.00	425.00
5	pack	Battery AA pack of 4, longlasting	199.00	995.00
7	pack	Photopaper	250.00	1,750.00
4	box	Highlighter, neon	450.00	1,800.00
3	pc	White Glue, 130g	65.00	195.00
1	pc	Stapler, long arm booklet stapler	765.00	765.00
5	pc	Kangaroo Less effort stapler No. 35	485.00	2,425.00
3	dozens	Tissue (3 Ply)	215.00	645.00
3	packs	Laminating Film, A4	495.00	1,485.00
10	boxes	Binder clip (big)	125.00	1,250.00
15	boxes	Binder clip (small)	35.00	525.00
10	boxes	Binder clip (medium)	55.00	550.00
1	units	Extension Cord set, 5 gang outlet	850.00	850.00
1	units	Extension wheel universal outlet, 15m	2,100.00	2,100.00
1	pc	Tarpaulin (10x6ft)	600.00	600.00
<b>Sub-total Lot 2:</b>				<b>50,418.10</b>
<b>Grand Total</b>				<b>633,118.10</b>

The agency intends to apply the amount *Six Hundred Thirty-Three Thousand One Hundred Eighteen Pesos and Ten Centavos (Php633,118.10)* 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.



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

As such,

**LOT 1- Catering Services**

1. **MAF COOP**– Pili, Camarines Sur
2. **DAGOOO FARM**– Naga City
3. **DADDY COOKS CATERING SERVICES**– Pili, Camarines Sur and all interested bidders

**LOT 2- Supplies and Materials**

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

Are hereby requested to submit the following document:

1. Mayor's Permit
2. PhilGEPS Registration
3. BIR Registration
4. Omnibus Sworn Statement
5. Annual Income Tax Return
6. Menu for Lot 1 (pls see attached end-user's preferred menu)
7. Pictures/brochure of products being offered for Lot 2

The bidders are required to pay the non-refundable amount of One Thousand Pesos (Php1,000.00) 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 6 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 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](mailto:bacrfo5@gmail.com).

December 2, 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 : \_\_\_\_\_

**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;**
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.
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]*

**For Goods Offered from Within the Philippines**

Name of Project: **LOT 1- CATERING SERVICES AND LOT 2- SUPPLIES AND MATERIALS TO BE USE DURING THE CONDUCT OF PRE-ANNUAL PROGRAM ASSESSMENT AND PERFORMANCE REVIEW CY 2024, DAEA GENERAL ASSEMBLY AND ANNUAL RECONITION AND THANKSGIVING ACTIVITY OF THE 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)
<b>Lot 1- Catering Services (with the inclusion of tables, chairs and stage decor)</b>									
	Day 1-AM snacks and Lunch		231	pax					
	Day 2-AM Snacks, and Lunch		231	pax					
	Day 3-AM Snacks		500	pax					
	Merienda Cena		1060	pax					
								<b>Sub-total Lot 1:</b>	
<b>Lot 2- Supplies and Materials</b>									
	Book Paper, S-24, size: A4		10	reams					
	Book Paper, S-24, Size: Legal/Long		10	reams					
	Expanding envelope, long		10	doz					
	Expanding folder, long		15	doz					
	Signpen black		5	boxes					
	70% isopropyl Alcohol, pump spray, 1L		5	bottle					
	Molar Box		5	pc					
	paperclip, small, vinyl coated		5	box					
	Ink (Epson 664)		4	set					
	Ink (Epson L4150)		4	set					
	Battery AAA pack of 2, longlasting		5	pack					
	Battery AA pack of 4, longlasting		5	pack					
	Photopaper		7	pack					
	Highlighter, neon		4	box					
	White Glue, 130g		3	pc					
	Stapler, long arm booklet stapler		1	pc					
	Kangaroo Less effort stapler No. 35		5	pc					
	Tissue (3 Ply)		3	dozen					
	Laminating Film, A4		3	packs					
	Binder clip (big)		10	boxes					
	Binder clip (small)		15	boxes					
	Binder clip (medium)		10	boxes					

	Extension Cord set, 5 gang outlet		1	units						
	Extension wheel universal outlet, 15m		1	units						
	Tarpaulin (10x6ft)		1	pc						
									<b>Sub-total Lot 2:</b>	
									<b>Grand Total</b>	

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

Legal Capacity: \_\_\_\_\_

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

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

**Pre Annual Program Assessment and Performance Review CY 2024, DAEA General Assembly and Annual Recognition and Thanksgiving Activity of the DA RFO 5**

**Menu**

Meals	Option 1	Option 2	Option 3
AM Snacks (Packed)	Pancit Palabok, Empanada, Buko Juice	Bihon with puto, Fresh Cucumber juice	Spaghetti and Garlic Bread, Fresh Cucumber Juice
Lunch (Packed)	Rice, Soup, Grilled Liempo, Chopseuy, Leche Flan, Bottled water	Rice, Korean Spareribs, Pinakbet, Buko Salad, Bottled water	Rice, Seafood Kare-Kare, Grilled Fish, Maja Blanca, Bottled water
PM Snacks (Packed)	Clubhouse Sandwich, Fresh Mango Juice	Chiffon cake, Fresh Buko Juice	Cheese Burger, Pineapple Juice
Merienda Cena	Rice, Lechon Kawali, Vegetable Salad, Gelatin, Pineapple Juice	Rice, Crab Omellete, Fresh Lumpia, Fresh Pineapples, Soft drinks in can	Rice, Sinigang na Hipon, Grilled Fish, Fruit Salad, Fresh Buko juice