



(SVP#113-2024-BAC) REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE AT BAC OFFICE, DA-RFO 5, PILI, CAMARINES SUR WITH APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO EIGHT HUNDRED SEVENTY THOUSAND EIGHT HUNDRED EIGHTY-FIVE PESOS (P870,885.00), 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 supplier to submit complete bid proposal for the:

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL ABC
1000	RMS	BOND PAPER, A4,S-20	270.00	270,000.00
300	RMS	BOND PAPER, LONG,S-20	285.00	85,500.00
300	RMS	BOND PAPER, SHORT,S-20	250.00	75,000.00
252	RMS	BOND PAPER, LONG,S-24	320.00	80,640.00
210	RMS	BOND PAPER, SHORT,S-24	300.00	63,000.00
5	TUBE	TONER, ,TK-4109	8,050.00	40,250.00
8	TUBE	TONER, ,TK-3165	8,600.00	68,800.00
1500	PCS	FOLDER, EXPANDING, LONG	18.00	27,000.00
500	PCS	FOLDER, EXPANDING, SHORT	15.00	7,500.00
1472	PCS	FOLDER, SHORT	5.00	7,360.00
500	PCS	FOLDER, LONG	6.50	3,250.00
1500	PCS	BROWN ENVELOPE, LONG	3.50	5,250.00
500	PCS	BROWN ENVELOPE, SHORT	2.50	1,250.00
30	BOX	PENTEL PEN,12'S	456.00	13,680.00
45	BOX	SIGN PEN, BLUE/BLACK,12'S	300.00	13,500.00
150	ROLL	TISSUE PAPER, 2PLY	16.50	2,475.00
80	BLT	PRINTER INK, 664, ASSORTED COLOR	350.00	28,000.00
100	BLT	PRINTER INK, 003, ASSORTED COLOR	450.00	45,000.00
300	PCS	BALLPEN	12.00	3,600.00
60	BLT	ALCOHOL, 70%	120.00	7,200.00
30	PCS	MOLAR BOX	495.00	14,850.00
60	PCS	CORRECTION TAPE	38.00	2,280.00
100	PCS	WHITE BOARD MARKER	55.00	5,500.00
		TOTAL		P870,885.00

The agency intends to apply the amount of Eight Hundred Seventy Thousand Eight Hundred Eighty-Five Pesos (P870,885.00) for Supply and Delivery of Office Supplies for use at BAC office, DA, Rfo 5, Pili, Camarines under various Funds 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: RFK GENERAL MERCHANDISE, ALLAN JUSTIN GENERAL MERCHANDISE, and 3GX COMPUTER AND I.T. SOLUTIONS TECHNOSHOP and any other interested Bidders are hereby requested to submit the following documents:



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

Project Title: SUPPLY AND
DELIVERY OF OFFICE SUPPLIES FOR
USE AT BAC OFFICE; ABC-P870,885.00

1. Mayor's/Business Permit
2. Update PhilGeps Registration
3. BIR Registration
4. DTI Registration
5. Omnibus Sworn Statement

The bidders are required to pay the non-refundable **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 duly received by BAC Secretariat through Manual Submission not later than 9:00am in the morning of 18 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 3rd Floor Operation Building, DA RFO-5, San Agustin, 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 Camarines Sur or via email bacrfo5@gmail.com

December 13, 2024 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
OIC, RTD for Research and Regulations
Chairperson, Bids and Awards Committee



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Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

BID FORM
(SVP-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: _____

Contact 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;



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[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 (ESTAFRA) 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

Page **5** of **7**, 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] GPPB Resolution No. 16-2020, dated 16 September 2020



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FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of project: **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE AT DA-BAC OFFICE**

Name of Supplier: _____

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)
RMS	BOND PAPER, A4,S-20		1000						
RMS	BOND PAPER, LONG,S-20		300						
RMS	BOND PAPER, SHORT,S-20		300						
RMS	BOND PAPER, LONG,S-24		252						
RMS	BOND PAPER, SHORT,S-24		210						
TUBE	TONER, ,TK-4109		5						
TUBE	TONER, ,TK-3165		8						
PCS	FOLDER, EXPANDING, LONG		1500						
PCS	FOLDER, EXPANDING, SHORT		500						
PCS	FOLDER, SHORT		1472						
PCS	FOLDER, LONG		500						
PCS	BROWN ENVELOPE, LONG		1500						
PCS	BROWN ENVELOPE, SHORT		500						
BOX	PENTEL PEN,12'S		30						
BOX	SIGN PEN, BLUE/BLACK,12'S		45						
ROLL	TISSUE PAPER, 2PLY		150						
BLT	PRINTER INK, 664, ASSORTED COLOR		80						
BLT	PRINTER INK, 003, ASSORTED COLOR		100						
PCS	BALLPEN		300						
BLT	ALCOHOL, 70%		60						
PCS	MOLAR BOX		30						
PCS	CORRECTION TAPE		60						



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PCS	WHITE BOARD MARKER		100						
	TOTAL								

Name: _____

Legal capacity: _____

Signature: _____

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