

SVP#1-2025-PMED) REQUEST TO SUBMIT PROPOSAL FOR CATERING SERVICES IN CAMARINES DURING THE CONDUCT OF VARIOUS MEETINGS UNDER THE PLANNING, MONITORING AND EVALUATION DIVISION (PMED) FOR FY 2025 AT AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO FOUR HUNDRED FIVE THOUSAND PESOS (PHP405,000.00), 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 proposal for the following:

QUANTITY	PARTICULARS	UNIT COST	TOTAL ABC
	CATERING SERVICES (CAMARINES SUR)		
	CONDUCT OF VARIOUS MEETINGS UNDER THE PLANNING, MONITORING AND EVALUATION DIVISION (PMED) FOR FY 2025		
	Food		
30 Pax	AM Snacks, Lunch, PM Snacks	450.00	13,500.00
	-30 MEETINGS		
	Grand Total:		P 405,000.00
	NOTE: * Menu should include main course, Vegetable Soup, Dessert and fresh Drink (with attached Menu) * Plated serving for AM and PM Snacks * Controlled Buffet serving for Lunch * with free flowing water and coffee * with stand-By Server		

The agency intends to apply the amount **FOUR HUNDRED FIVE THOUSAND (Php 405,000.00)** for Catering Services in Camarines Sur during the Conduct of Various Meetings under the Planning, Monitoring And Evaluation Division (PMED) for FY 2025 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, **CRYSTAL ANGEL CATERING SERVICES, Camelia Homes, Naga City, ROSEWIN CATERING, Pili, Cam. Sur and JEANINE'S EATERY, Pili, C.S** and any other interested Bidders are hereby requested to submit the following document:

1. Mayor's/Business Permit
2. Update PhilGEPS Registration
3. BIR Registration
4. DTI Registration
5. Omnibus Sworn Statement
6. Menu (pls sees attached end-user's preferred menu)

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.



BAGONG PILIPINAS



DEPARTMENT OF AGRICULTURE
*Masaganang Agrikultura,
Masanaid na Ekonomiya*

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

Name of Project: CATERING SERVICES IN
CAMARINES DURING THE CONDUCT OF
VARIOUS MEETINGS UNDER THE PLANNING,
MONITORING AND EVALUATION DIVISION
(PMED) FOR FY 2025:ABC-P405,000.00

OF
IES
5;

Sealed Bid must be received by BAC Secretariat, DA RFO 5 through manual submission not later than 1:00 in the afternoon of 20 of January 2025 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 1:30PM 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.

January 9, 2025 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 _____ 2025.

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]

**CONDUCT OF VARIOUS MEETINGS UNDER THE PLANNING, MONITORING AND
EVALUATION DIVISION (PMED) FOR FY 2025**

January to December 2025
Camarines Sur

MENU

	AM/PM SNACK	LUNCH
1.	- Cheesy Spaghetti with meat balls - Buttered Toast - Fresh Cucumber Lemonade	- Plain Rice - Pork Sinigang with vegetables - Fried Chicken - Leche Flan
2.	- Bihon Guisado - Cheese Turon - Fresh Pineapple Juice	- Plain Rice - Chicken Tinola - Breaded Porkchop - Tiramisu
3.	- Yakisoba - Cheese Puto - Buko Juice	- Plain Rice - Pan Grilled Pork Chops - Gulay na Kare-kare - Buko Pandan Jelly
4.	- Creamy Garlic Chicken Penne Pasta - Buttered Toast - Fresh Pineapple Juice	- Plain Rice - Pork BBQ - Fresh Vegetable Lumpia - Cream of Corn Soup - Buko Salad
5.	- Carbonara - Banana Bread - Fresh Cucumber Lemonade	- Plain Rice - Pork Steak - Fresh Vegetable Lumpia - Coffee Jelly
6.	- Pasta Alfredo - Buttered Toast - Fresh Cucumber Lemonade	- Plain Rice - Chicken BBQ - Mixed Vegetables - Buko Pandan
7.	- Penne Pasta with Meat Sauce - Banana bread - Fresh Cucumber Lemonade	- Plain Rice - Pork Mushroom Pepper Steak - Lumpiang Togue - Leche Flan
8.	- Pasta Bolognese - Garlic Toast - Fresh Mango Juice	- Plain Rice - Chicken Cordon Blue - Mixed Vegetables - Crab and Corn Soup - Coffee Jelly
9.	- Lasagna - Buttered Toast - Fresh Orange Juice	- Plain Rice - 3 pcs Pork Shanghai - Chopsuey - Cream of Mushroom - Fruit Salad

10.	<ul style="list-style-type: none"> - Lomi - Empanada - Lemonade 	<ul style="list-style-type: none"> - Plain Rice - Baby Back Ribs - Chicken Fillet - Cream of Mushroom - Fruit Salad
11.	<ul style="list-style-type: none"> - La Paz Batchoy - Toasted Siopao - Cucumber Lemonade 	<ul style="list-style-type: none"> - Plain Rice - Adobong natural (pork) - Laing - Cream of Mushroom - Graham
12.	<ul style="list-style-type: none"> - Baked Mac - Toasted Bread - Fresh Pineapple Juice 	<ul style="list-style-type: none"> - Plain Rice - Patatim - Chopsuey - Leche Flan
13.	<ul style="list-style-type: none"> - Pancit Canton - Maruya - Buko Juice 	<ul style="list-style-type: none"> - Plain Rice - Pork Humba - Lumpiang Togue - Macaroni Salad
14.	<ul style="list-style-type: none"> - Pancit Palabok - Banana Que - Fresh Melon Juice 	<ul style="list-style-type: none"> - Plain Rice - Lechon Kawali - Pinakbet - Cream of Corn - Buko Pandan Jelly
15.	<ul style="list-style-type: none"> - Mami - Cheese Turon - Fresh Orange Juice 	<ul style="list-style-type: none"> - Plain Rice - Pork Hamonado - Vegetable Sisig - Buko Salad
16.	<ul style="list-style-type: none"> - Charlie Chan Chicken Pasta - Cake Slice - Mango Juice 	<ul style="list-style-type: none"> - Plain Rice - Pork Binagoongan - Fresh Lumpia - Fruit in season
17.	<ul style="list-style-type: none"> - Cheesy Spaghetti - Pizza - Fresh Pineapple Juice 	<ul style="list-style-type: none"> - Plain Rice - Orange Chicken - White Vegetable Casserole - Leche Flan
18.	<ul style="list-style-type: none"> - Hamburger - Camote Fries - Fresh Pineapple Juice 	<ul style="list-style-type: none"> - Plain Rice - Chicken Curry - Breaded Porkchop - Banana
19.	<ul style="list-style-type: none"> - Clubhouse Sandwich - Potato Fries - Mango Shake 	<ul style="list-style-type: none"> - Plain Rice - Roasted Chicken - Mixed Vegetables - Cream of Mushroom - Banana
20.	<ul style="list-style-type: none"> - Assorted Kakanin (sapin-sapin, suman, ibos, etc) - Chocolate de Batirol 	<ul style="list-style-type: none"> - Plain Rice - Fried Fish - Ginataang Kalabasa - Banana

21.	- Mango Sticky Rice - Chocolate de Batirol	
22.	- Ginataang Bilo-Bilo - Bread Roll - Fresh Pineapple Juice	

- * menu should include main course, vegetable, soup, dessert and fresh drink
- * plated serving for AM and PM Snacks
- * controlled buffet serving for lunch
- * with free-flowing water and coffee
- * with stand-by server

For Goods Offered from Within the Philippines

Name of Project: **CATERING SERVICES DURING THE CONDUCT OF VARIOUS MEETINGS UNDER THE PLANNING, MONITORING AND EVALUATION DIVISION (PMED) FOR FY 2025**

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)
	CONDUCT OF VARIOUS MEETINGS UNDER THE PLANNING, MONITORING AND EVALUATION DIVISION (PMED) FOR FY 2025								
	Foods								
	AM Snacks, Lunch, PM Snacks		30 PAX						
	Grand Total (13,500.00 per Meeting x 30 Meetings)								
Grand Total									

Name: _____

Legal Capacity: _____

Signature: _____

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