



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE NO. 5

San Agustin, Pili, Camarines Sur

Telephone No: (054) 871 2040 to 49

Email: da5ored@yahoo.com

Website: bicol.da.gov.ph

REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR CATERING SERVICES, ACCOMMODATION, SUPPLIES, MATERIALS AND VAN RENTAL (PER LOT BASIS) FOR USE AT 1ST SEMESTER VARIOUS TRAINING OF IDU UNDER 2025 HVCDP AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO SEVEN HUNDRED FIFTY-FIVE THOUSAND FORTY EIGHT PESOS (PHP 755,048.00) 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 Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Lot	Particulars	ABC
1	Food and Accommodation in Albay (GAP Training on Malunggay Production)	87,000.00
2	Food and Accommodation in Sorsogon (Training on Bamboo Production & Management)	87,000.00
3	Food and Accommodation in Camarines Sur 3 batches (GAP Training on Calamansi Production & IPM) (GAP Training on Pili Production & IPM 3 batches)	261,000.00
4	Food and Accommodation in Camarines Norte (GAP Training on Pili Production & IPM)	87,000.00
5	Supplies and Materials	165,048.00
6	Van Rental	68,000.00
	Total	755,048.00

The agency intends to apply the amount of **SEVEN HUNDRED FIFTY-FIVE THOUSAND FORTY-EIGHT PESOS (PHP 755,048.00)** 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: **Lot 1- GAMBOA'S ORCHARD**, Malilipot, Albay, **CHARISMA FUNCTION HALL & CATERING SERVICES**, San Rafael, Guinobatan, Albay, **JHING CATERING SERVICES**, Ligao City, Albay;

Lot 2- VICTORIA'S GRILL, Magsaysay St., Sorsogon City; **UNA PIZZERIA**, Pareja St., Sorsogon City; **CABANA ESPERANZA CATERING SERVICES**, Suarez Compound, Bibinchan, Sorsogon;

Lot 3- SONRISA FARM, Magarao, Camarines Sur, **JEANINE'S EATERY**, San Agustin, Pili, Camarines Sur **MACAGANG BUSINESS CENTER (MBC), INC.**, Nabua, Camarines Sur;

Lot 4- CN WORKERS MPC, Daet, Camarines Norte, **NONOY FOOD HAUS**, Daet Camarines Norte, **TINTIN APARTELLE**, Daet, Camarines Norte;

Lot 5- RFK GENERAL MERCHANDISE, San Vicente, Pili, Camarines Sur, **ROCKWOOD CONSUMER GOODS TRADING**, Zone 4, San Agustin, Pili, Camarines Sur, **ERIVAN GENERAL MERCHANDISE**, Naga City;

Lot 6- AOL TRAVEL & TOURS, Guadalupe St., Buraguis, Legazpi City; **DIOSA KOBI TRAVEL & TOURS**, Pili, Camarines Sur; **BENMAR TRAVEL & TOURS**, Sagmin, Old Albay, Legazpi City and all interested bidders are hereby requested to submit the following documents:



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1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. Annual Income Tax Return
6. BIR Registration
7. Picture/Brochure of the product being offered

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php 500.00)** 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 through manual submission not later than 9:00 in the morning of February 14, 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 1:30 PM 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 more information, please see or contact BAC Secretariat Office, via email bacrfo5@gmail.com.

February 5, 2025 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
OIC, RTD for Research and Regulations
BAC Chairperson



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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.

(Name and Signature of Bidder or
Authorized Representative)

(Address and Telephone No.)

Date of Bidding



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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:]



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[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

GPPB Resolution No. 16-2020, dated 16 September 2020

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



BAGONG PILIPINAS



*Masaganang Agrikultura,
Masnaad na Ekonomiya*

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[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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Maunlad na Ekonomiya

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For Goods Offered from Within the Philippines

Name of the Project: **CATERING SERVICES, ACCOMMODATION, SUPPLIES, MATERIALS AND VAN RENTAL (PER LOT BASIS) FOR USE AT 1ST SEMESTER VARIOUS TRAINING OF IDU UNDER 2025 HVCDP**

Name of Bidder: _____

1	2	3	4	5	6	7	8	9	10
Lot	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	Food and Accommodation in Albay (GAP Training on Malunggay Production)								
	Day 1: Breakfast (200.00 / pax)		10 pax						
	2 snacks & 1 Lunch (500.00 / pax)		40 pax						
	Dinner (300.00 /pax)		30 pax						
	Day 2: Breakfast (200.00 /pax)		30 pax						
	2 snacks & 1 Lunch (500.00 / pax)		40 pax						
	Lodging: 1,000/pax		30 pax						
								Total	
2	Food and Accommodation in Sorsogon (Training on Bamboo Production & Management)								
	Day 1: Breakfast (200.00 / pax)		10 pax						
	2 snacks & 1 Lunch (500.00 / pax)		40 pax						
	Dinner (300.00 /pax)		30 pax						
	Day 2: Breakfast (200.00 /pax)		30 pax						
	2 snacks & 1 Lunch (500.00 / pax)		40 pax						
	Lodging: 1,000/pax		30 pax						
								Total	



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3	Food and Accommodation in Camarines Sur 3 batches (GAP Training on Calamansi Production & IPM) (GAP Training on Pili Production & IPM 3 batches)							
	Day 1: Breakfast (200.00 / pax)		30 pax					
	2 snacks & 1 Lunch (500.00 / pax)		120 pax					
	Dinner (300.00 /pax)		90 pax					
	Day 2: Breakfast (200.00 /pax)		90 pax					
	2 snacks & 1 Lunch (500.00 / pax)		120 pax					
	Lodging: 1,000/pax		90 pax					
							Total	
4	Food and Accommodation in Camarines Norte (GAP Training on Pili Production & IPM)							
	Day 1: Breakfast (200.00 / pax)		10 pax					
	2 snacks & 1 Lunch (500.00 / pax)		40 pax					
	Dinner (300.00 /pax)		30 pax					
	Day 2: Breakfast (200.00 /pax)		30 pax					
	2 snacks & 1 Lunch (500.00 / pax)		40 pax					
Lodging: 1,000/pax		30 pax						
							Total	
5	Supplies and Materials							
	Cloth envelope		210 pcs.					
	Notebook		210 pcs.					
	Ballpen		210 pcs.					
	ID holder with cord		210 pcs.					
	Pruning shear		210 pcs.					
	Bond paper long		15 reams					
	Ink for epson L310		1 set					
	Universal adaptor		4 pcs.					
	Thumb tacks		5 boxes					
	Plastic straw		5 rolls					
	Clip binder, medium		5 boxes					
	Highlighter		6 pcs.					
	Ink for epson L3210 (003)		2 sets					
White board marker		3 boxes						
Permanent marker		3 boxes						



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	Scotch tape 1"		12 pcs.						
	Masking tape 1"		12 pcs.						
	Packaging tape 2"		12 pcs.						
	Bond paper short (S20)		15 reams						
	Certificate jacket (A4)		24 pcs.						
	Bond paper A4 (S20)		18 reams						
	Certificate paper A4 @ 100 sheets		3 sets						
	Rubbing alcohol		6 gallons						
	Battery AA		72 pcs.						
	Battery AAA		72 pcs.						
	Sticky notes (3x3)		12 pcs.						
	Tissue paper (interfold paper towel 120pulls)		45 packs						
	Tarpaulin (4ft x 8ft)		6 pcs.						
									Total
6	Van Rental								
	Albay		2 days						
	Sorsogon		2 days						
	Camarines Sur		6 days						
	Camarines Norte		2 days						
									Total
									Grand Total

Name: _____

Legal Capacity: _____

Signature: _____

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

Menu :

Day 1

Breakfast

steamed rice/fried rice
fried egg
fried tinapa with tomato
tusino
coffee

AM SNACK :

empanada
pansit guisado
pineapple juice in can

LUNCH :

rice
fried chicken
bicol express
pork adobo
pineapple

PM SNACK :

ham & cheese sandwich juice
softdrinks in can

DINNER

rice
pork bbq with atsara
fresh lumpia
pork menudo
leche plan

Day 2

Breakfast

steamed rice/fried rice
skinless longganisa
boiled egg
dried fish
coffee

AM SNACK :

macaroni salad
toasted bread

LUNCH :

rice
pork steak
fish pellet
chopseuy
banana

PM SNACK :

toasted siopao
softdrinks in can