



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

[SVP-8- OAP- 2025] REQUEST TO SUBMIT PROPOSAL FOR **SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE OF AMAD AND OAP UNDER OAP 2025** WITH AN APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO **THREE HUNDRED SEVENTY EIGHT THOUSAND SEVEN HUNDRED FIFTY ONE PESOS (P378,751.00)** 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 quotation for the ff:

Unit	Item Description	Unit Cost	Total Cost
100reams	BOND PAPER A4 (70 GSM, 500pcs per ream), substance 20	280.00	28,000.00
50boxes	BOND PAPER Short (70 GSM, 500pcs per ream), substance 20	260.00	13,000.00
50boxes	BOND PAPER Long (70 GSM, 500pcs per ream), substance 20	280.00	14,000.00
15pcs	Record book, 300lvs, blue	100.00	1,500.00
10pcs	Metal Ruler (classic, stainless steel, 150mm)	55.00	550.00
4packs	Colored Sticker Paper color Neon Green size: A4 ; MATTE; premium quality; inkjet friendly 10 sheets per pack	210.00	840.00
250pcs	NOTEBOOK, 80 leaves, spiralnote, earth science cover page	55.00	13,750.00
4packs	COLORED PAPER, A4 Assorted color	2,000.00	8,000.00
50packs	PHOTO PAPER, (Premium, high glossy, A4)	140.00	7,000.00
50packs	PHOTO PAPER, (Premium, Matte, A4)	140.00	7,000.00
15boxes	BINDER CLIPS, 15mm	35.00	525.00
15boxes	BINDER CLIPS, 25mm	59.00	885.00
15boxes	BINDER CLIPS, 32mm	78.00	1,170.00
15boxes	BINDER CLIPS, 19mm	48.00	720.00
10boxes	FASTENER, plastic, 7cm	52.00	520.00
30boxes	PENCIL, Mongol #2, original, 12pcs/box	130.00	3,900.00
300pcs	BALLPEN, ordinary, Pen Tip Size: 0.5 mm color: Black	9.00	2,700.00
5pcs	TONER, KYOCERA, TASKalfa, 3212i	3,000.00	15,000.00
25pcs	WHITE GLUE, 240g all purpose; safe and non-toxic	90.00	2,250.00
5pcs	EYELET PUNCHER, 5mm	300.00	1,500.00
5pc	MULTI-FUNCTION ENVELOPE MAKER	800.00	4,000.00
10pcs	ROTATING STAPLER, heavy duty, 360"	200.00	2,000.00
5pc	PAPER TRIMMER, 12in1 paper cutter, ditted creasing line w/dial blade	850.00	4,250.00
50boxes	STAPLE WIRE no 35, 5000pcs/box	80.00	4,000.00
	TOTAL		₱137,060.00



BAGONG PILIPINAS



Masaganang Agrikultura,
Masunlad na Ekonomiya

Republic of the Philippines
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OTHER SUPPLIES			
15pcs	PLASTIC TWINE, color: gray ; 1kilo	80.00	1,200.00
2boxes	BATTERY, heavy duty, AAA; 40pcs in a box	1,500.00	3,000.00
2boxes	BATTERY, heavy duty, AA; 40pcs in a box	2,880.00	5,760.00
25pcs	AIR-FRESHENER (scented, gel) 180 grams	40.00	3,500.00
25pcs	AIR-FRESHENER spray, wild lavender, 320ml (scented, gel) 180 grams	240.00	6,000.00 3,875.00
25pcs	HANDWASH, liquid, 250ml	155.00	700.00
25bar	DETERGENT bar, 140grams	28.00	2,750.00
25pack	DETERGENT powder, 1.1kgs	110.00	7,250.00
25pcs	TOILET BOWL CLEANER, liquid 1000ml	290.00	1,000.00
5gallons	BLEACH, zonrox original	200.00	2,625.00
25bot	MULTI-PURPOSE CLEANER, classic 500ml	105.00	4,000.00
25bot	FABRIC CONDITIONER, Magical bloom, 800ml	160.00	5,250.00
25bot	DISWASHING LIQUID 800ml	210.00	1,250.00
5pcs	BROOM ,soft (Tambo)	250.00	175.00
5pcs	BROOM, stick (Tingting)	35.00	975.00
15bundle	RAGS all cotton, 32pcs per kilo per bundle	65.00	525.00
15pcs	DOORMAT BASAHAN, cotton	35.00	550.00
10pcs	QUICK DRYING BATHROOM MAT, non-slip absorbent mat	55.00	10,000.00
10pcs	STORAGE BOX, (heavy duty, plastic, w/wheels and handle, 155L	1,000.00	
10pcs	STORAGE BOX, (heavy duty, plastic, w/wheels and handle, 55L	750.00	7,500.00
25pcs	TAPE, electrical	70.00	1,750.00
50pcs	DUCT TAPE, (20meters, cloth, heavy duty, waterproof, 51mmx20m	133.00	6,650.00
50pack	TISSUE PAPER, (ecolayer, bathroom tissue, 3plyx200pulls, 600sheets	375.00	18,750.00
25pack	TRASHBAG, (yellow, green, xxl, 100pcs/pack)	550.00	13,750.00
25pack	TRASHBAG, (yellow, green, xl, 100pcs/pack)	450.00	11,250.00
25pack	TRASHBAG (black, medium 100pcs/pack)	150.00	3,750.00
5set	REPAIR TOOL KIT SET	1,500.00	7,500.00
20pcs	MOUSE PAD, (80"x30", extended table mat)	350.00	7,000.00
2pcs	DATER STAMP	78.00	156.00
15pcs	LED BULB, daylight, 12watts (3 pcs bulb/box)	750.00	11,250.00
20pcs	T5 LED tube light (18w, color temperature, 600k, input voltage 165-265w)	550.00	11,000.00
20pcs	LED PANEL LIGHT, Daylight, (TP-FP22-40w, ac 230v, 60HZ, 595MM	1,800.00	36,000.00
20pcs	LED DOWNLIGHT ESSENTIAL (12w, daylight)	750.00	15,000.00
20pcs	LED DOWNLIGHT ESSENTIAL (12w , warmwhite)	750.00	15,000.00
20pcs	LED DOWNLIGHT ESSENTIAL (6w warmwhite)	750.00	15,000.00
Total			₱241,691.00



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	GRAND TOTAL		₱378,751.00
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The agency intends to apply the amount of **THREE HUNDRED SEVENTY EIGHT THOUSAND SEVEN HUNDRED FIFTY ONE PESOS (P378,751.00)** 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, **RFK GENERAL MERCHANDISE**, Pili, Cam. Sur, **ALLAN JUSTINE GENERAL MERCHANDISE**, Magarao, Cam. Sur, **ERIVAN GENERAL MERCHANDISE**, 0585 Sapphire St., Lomeda Subd. San Felipe, Naga City, and all interested bidders are hereby requested to submit the following documents:

1. Mayors Permit (updated or proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration

The bidders are required to pay Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in duplicate and marked with index/ear tabs or side-end tabs to identify the page components, 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 not later than **1:00PM of February 17, 2025** at FOD Building, DA RFO-5, Pili, Camarines Sur. Opening of proposal will be on the same date and time. Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information please email at **bacrfo5@gmail.com**. DA-BAC Secretariat Office.

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

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

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 _____ 2025.

Name: _____

Legal capacity: _____

Signature: _____

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

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]

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

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of project: **SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES FOR USE OF AMAD AND OAP UNDER OAP 2025**

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)
	Office Supplies BOND PAPER A4 (70 GSM, 500pcs per ream), substance 20 BOND PAPER Short (70 GSM, 500pcs per ream), substance 20 BOND PAPER Long (70 GSM, 500pcs per ream), substance 20 Record book, 300lvs, blue Metal Ruler (classic, stainless steel, 150mm) Colored Sticker Paper color Neon Green size: A4 ; MATTE; premium quality; inkjet friendly 10 sheets per pack NOTEBOOK, 80 leaves, spiralnote, earth science cover page COLORED PAPER, A4 Assorted color PHOTO PAPER, (Premium, high glossy, A4) PHOTO PAPER, (Premium, Matte, A4) BINDER CLIPS, 15mm BINDER CLIPS, 25mm BINDER CLIPS, 32mm BINDER CLIPS, 19mm FASTENER, plastic, 7cm PENCIL, Mongol #2, original, 12pcs/box BALLPEN, ordinary, Pen Tip Size: 0.5 mm color: Black TONER, KYOCERA, TASKalfa, 3212i WHITE GLUE, 240g all purpose; safe and non-toxic EYELET PUNCHER, 5mm		100reams 50boxes 50boxes 15pcs 10pcs 4packs 250pcs 4packs 50packs 50packs 15boxes 15boxes 15boxes 15boxes 10boxes 30boxes 300pcs 5pcs 25pcs 5pcs						

<p>MULTI-FUNCTION ENVELOPE MAKER ROTATING STAPLER, <i>heavy duty, 360"</i> PAPER TRIMMER, <i>12in1 paper cutter, ditted creasing line w/dial blade</i> STAPLE WIRE <i>no 35, 5000pcs/box</i></p>		<p>5pc 10pcs 5pc 50boxes</p>						
<p>Other Supplies PLASTIC TWINE, <i>color: gray ; 1kilo</i> BATTERY, <i>heavy duty, AAA; 40pcs in a box</i> BATTERY, <i>heavy duty, AA; 40pcs in a box</i> AIR-FRESHENER (<i>scented, gel</i>) 180 grams AIR-FRESHENER <i>spray, wild lavender, 320ml (scented, gel) 180 grams</i> HANDWASH, <i>liquid, 250ml</i> DETERGENT <i>bar, 140grams</i> DETERGENT <i>powder, 1.1kgs</i> TOILET BOWL CLEANER, <i>liquid 1000ml</i> BLEACH, <i>zonrox original</i> MULTI-PURPOSE CLEANER, <i>classic 500ml</i> FABRIC CONDITIONER, <i>Magical bloom, 800ml</i> DISWASHING LIQUID 800ml BROOM ,<i>soft (Tambo)</i> BROOM, <i>stick (Tingting)</i> RAGS <i>all cotton, 32pcs per kilo per bundle</i> DOORMAT BASAHAN, <i>cotton</i> QUICK DRYING BATHROOM MAT, <i>non-slip absorbent mat</i> STORAGE BOX, (<i>heavy duty, plastic, w/wheels and handle, 155L</i>) STORAGE BOX, (<i>heavy duty, plastic, w/wheels and handle, 55L</i>) TAPE, <i>electrical</i> DUCT TAPE, (<i>20meters, cloth, heavy duty, waterproof, 51mmx20m</i>) TISSUE PAPER, (<i>ecolayer, bathroom tissue, 3plyx200pulls, 600sheets</i>) TRASHBAG, (<i>yellow, green, xxl, 100pcs/pack</i>)</p>		<p>15pcs 2boxes 2boxes 25pcs 25pcs 25pcs 25bar 25pack 25pcs 5gallons 25bot 25bot 25bot 5pcs 5pcs 15bundle 15pcs 10pcs 10pcs 10pcs 50pcs 50pack 25pack</p>						

	TRASHBAG , <i>(yellow, green, xl, 100pcs/pack)</i> TRASHBAG <i>(black, medium 100pcs/pack)</i> REPAIR TOOL KIT SET MOUSE PAD , <i>(80"x30", extended table mat)</i> DATER STAMP LED BULB , <i>daylight, 12watts (3 pcs bulb/box)</i> T5 LED tube light <i>(18w, color temperature, 600k, input voltage 165-265w)</i> LED PANEL LIGHT , <i>Daylight, (TP-FP22-40w, ac 230v, 60HZ, 595MM)</i> LED DOWNLIGHT ESSENTIAL <i>(12w, daylight)</i> LED DOWNLIGHT ESSENTIAL <i>(12w, warmwhite)</i> LED DOWNLIGHT ESSENTIAL <i>(6w warmwhite)</i>		25pack 25pack 5set 20pcs 2pcs 15pcs 20pcs 20pcs 20pcs 20pcs 20pcs						
	Total								

Name: _____

Legal capacity: _____

Signature: _____

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

