



REQUEST TO SUBMIT PROPOSAL FOR CATERING SERVICES FOR THE CONDUCT OF VARIOUS MEETINGS UNDER THE ORTD FOR RESEARCH AND REGULATIONS AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED SIXTEEN THOUSAND PESOS (PHP216,000.00) 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:

UNIT	PARTICULARS	UNIT COST	TOTAL COST
March-June 2025			
480 pax	AM & PM Snacks and Lunch (40 pax x 4 months x 3 batches)	450.00	216,000.00
Total:			Php216,000.00

The agency intends to apply the amount *Two Hundred Sixteen Thousand Pesos (Php216,000.00)* 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, **CAMILLE ANNE'S CATERING SERVICES**, Naga City, **JEANINE'S EATERY**, Pili, Camarines Sur, **E&E ZARAGOSA CATERING SERVICES** Naga City 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. 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.

Sealed Bid must be received by BAC Secretariat, DA RFO 5 through manual submission not later than 9:00 in the morning of 21 February 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 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.

February 17, 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]

For Goods Offered from Within the Philippines

Name of Project: **CATERING SERVICES FOR THE CONDUCT OF VARIOUS MEETINGS UNDER THE ORTD FOR RESEARCH AND REGULATIONS**

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)
March-June 2025									
	AM & PM Snacks and Lunch (40 pax x 4 months x 3 batches)		480 pax						
Total:									

Name: _____

Legal Capacity: _____

Signature: _____

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

MENU

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9
AM SNACK Baked Mac & Sandwich Bottled water LUNCH Rice Pork Adobo Vegetable Sisig Banana Bottled Water PM SNACK Lomi Pandan Juice	AM SNACK Spaghetti with Bread SODA/JUICE LUNCH Pork Steak Buttered Mixed Vegetable LUMPIA SHANGHAI RICE BUKO PANDAN	AM SNACK Pancit Guisado & Sandwich Bottled water LUNCH Rice Breaded Porkchop/ Fried Chicken Buttered Mixed Vegetable Banana Bottled Water	AM SNACK Spaghetti with Bread Iced Tea LUNCH Plain Rice Menundo Pork Sinigang Banana Juice PM SNACK Bihon Guisado & Siopao Lipton	AM SNACK Tuna Sandwich Soda in Glass LUNCH Rice Lumpiang Shanghai Seafod Chowder Watermelon Bottled Water PM SNACK Potato Bologness Lipton	AM SNACK CHICKEN CARBONARA Iced Tea LUNCH Rice Menundo Pork Sinigang Banana Water PM SNACK Bihon Guisado & Siopao Coke	AM SNACK CHICKEN SANDWICH WITH CHIPS JUICE LUNCH Mixed Veggies CHICKEN CHEESEROLL RICE Cucumber Juice PM SNACK PESTO PASTA BREAD	AM SNACK Pancit Guisado & Sandwich SODA IN GLASS LUNCH Breaded Porkchop/ Fried Chicken Buttered Mixed Vegetable Banana RICE Bottled Water PM SNACK Lomi Siopao Coke	AM SNACK Baked Mac & Sandwich Bottled water LUNCH Rice Pork Adobo Vegetable Sisig Banana Bottled Water PM SNACK Lomi Siopao Coke

MENU

DAY 10	DAY 11	DAY 12	DAY 13	DAY 14	DAY 15	DAY 16	DAY 17	DAY 18
AM SNACK Spaghetti with Bread Iced Tea LUNCH Plain Rice Lumpiang Shanghai Pork Sinigang Banana Juice PM SNACK Bihon Guisado & Siopao Bottled water	AM SNACK Tuna Sandwich Juice LUNCH Rice Breaded Porkchop/ Fried Chicken Buttered Mixed Vegetable Banana Buko Juice PM SNACK Spaghetti & Bread Coke	AM SNACK Pesto Pasta Garlic Bread Juice LUNCH Rice Breaded Porkchop/ Fried Chicken Buttered Mixed Vegetable Mango Tapioca Bottled Water PM SNACK Cheest Beef Burger with Fries Lipton/Coke	AM SNACK Pancit Guisado Turon With Cheese Coke/Lipton LUNCH Beef Brocoli Lumpia Mango Tapioca RICE Bottled Water PM SNACK SPAGHETTI WITH BREAD Coke	AM SNACK Carbonara Chocolate Brownies Coke/Lipton LUNCH Rice Fried Chicken Laing Leche Plan Bottled Water PM SNACK Sotanghon Cassava Cake Pineapple Juice	AM SNACK Beef Spaghetti with Garlic Bread Coke/Lipton LUNCH Rice Beef Brocoli Mixed Vegetables Leche Plan Bottled Water PM SNACK Chessy Beef Burger with Fries Pineapple Juice	AM SNACK Palabok Puto Cheese Coke LUNCH LUMPIA SHANGHAI Chopsuey Menundo Mango Graham RICE Bottled Water PM SNACK Sotanghon Cassava Cake Coke /Lipton	AM SNACK CHICKEN SANDWICH WITH CHIPS Lipton/Coke LUNCH Laing Chopsuey RICE Fish PM SNACK PESTO PASTA BREAD	AM SNACK TUNA SANDWICH SODA IN GLASS LUNCH Pork Sinigang Shanghai Mango Tapioca RICE Water PM SNACK Pancit Guisado Banana Cake Coke/Lipton