



(SVP#11-2025-PMED)REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1- OFFICE SUPPLIES AND LOT 2 - OTHER SUPPLIES TO BE USE FOR THE PLANNING, MONITORING AND EVALUATION DIVISION (PMED) FOR FY 2025 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED THOUSAND PESOS (PHP200,000.00) 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
	LOT 1: Office Supplies		
2 boxes	PVC Cover (A4), clear	1,000.00	2,000.00
20 boxes	Bondpaper, A4, 5S	1,350.00	27,000.00
10 Packs	Laid Board Paper (White)- A4 10's	150.00	1,500.00
10 boxes	Index Tab (Clear)	100.00	1,000.00
5 boxes	Binder Clips,32mm	50.00	250.00
6 boxes	Binder Clips,50mm	30.00	180.00
5 pieces	Plastic Binding ring (8mm),10pcs	130.00	650.00
4 pieces	Plastic Binding ring (11mm),10pcs	150.00	600.00
4 pieces	Plastic Binding ring (20mm),10pcs	270.00	1,080.00
4 pieces	Plastic Binding ring (25mm),10pcs	340.00	1,360.00
9 pieces	Scotch Tape, 1"	40.00	360.00
8 pieces	Scotch Tape, 1/2"	50.00	400.00
8 pieces	Scotch Tape, 3"	60.00	480.00
9 pieces	Scotch Tape, 4"	85.00	765.00
10 pieces	Correction Tape	35.00	350.00
9 pieces	Double Sided Tape,1"	20.00	180.00
8 pieces	Double Sided Tape,1/2"	30.00	240.00
15 packs	Colored paper, Long	60.00	900.00
6 dozens	Ordinary Long Folder, Brown	180.00	1,080.00
5 dozens	Ordinary Long Folder, White	120.00	600.00
12 dozens	Expanding Long Folder, Green	150.00	1,800.00
25 pieces	Ordinary Brown Long Envelope	10.00	250.00
5 dozens	Expanding Long Envelope, Assorted Color	210.00	1,050.00
10 boxes	Sign Pen 0.7 , Black	450.00	4,500.00
10 boxes	Sign Pen 0.5, Black	350.00	3,500.00
10 boxes	Sign Pen 0.5, Blue	350.00	3,500.00
25 pieces	Sticky Notes (Plastic Transparent),50pages	80.00	2,000.00
30 pieces	Sticky Notes, Medium	30.00	900.00
6 sets	Highlighter Marker, Assorted (Pastel Color)	450.00	2,700.00
20 boxes	Staple Wire	150.00	3,000.00
3 pieces	Puncher, Large	250.00	750.00
12 pieces	Ruler Plastic, 12"	25.00	300.00
12 pieces	Packing Tape, 5"	150.00	1,800.00
3 pieces	Packing Tape Dispenser	280.00	840.00
2 pieces	Sharpener	180.00	360.00
10 boxes	Permanent Marker	465.00	4,650.00
6 pads	Yellow Pad Paper	150.00	900.00
6 boxes	Pencil	250.00	1,500.00
65 pieces	Notebook	75.00	4,875.00
40 pieces	Certificate Jacket	65.00	2,600.00
20 pieces	Certificate Frame	160.00	3,200.00
11 pieces	Molar Box	500.00	5,500.00
20 pieces	Molar File	250.00	5,000.00
5 pieces	Cutter, Hand, Big	100.00	500.00
2 Pcs	Metal Paper Cutter A4 15"x12"	1,525	<u>3,050.00</u>
	TOTAL LOT 1		100,000.00



LOT 2: OTHER SUPPLIES			
1 box	Air Freshener,12 pcs	1,400.00	1,400.00
3 packs	Garbage Bag,XXL, (37x40)/100 pcs	400.00	1,200.00
3 packs	Garbage Bag,XL, (30x37)/100 pcs	395.00	1,185.00
3 packs	Garbage Bag,L, (26x32)/100 pcs	295.00	885.00
4 packs	Garbage Bag,S, (26x32)/100 pcs	195.00	780.00
10 pieces	Scotch Brite (Scrub)	50.00	500.00
10 pieces	Scotch Brite (Foam)	65.00	650.00
20 bottles	Dishwashing Paste	120.00	2,400.00
20 bottles	Alcohol, Ethyl, 70% scented, 500ml	85.00	1,700.00
11 pieces	Insecticide (orange),600ml	300.00	3,300.00
30 sets	Tissue Paper,12pcs/set	180.00	5,400.00
30 pieces	Jumbo Tissue Roll	350.00	10,500.00
10 boxes	Pull-up Tissue	200.00	2,000.00
15 boxes	Facemask,50pcs, Colored	150.00	2,250.00
15 pieces	Floor Mat	100.00	1,500.00
10 pieces	Car Air Freshener	250.00	2,500.00
3 sets	Spoon & Fork, 24 pcs/set	450.00	1,350.00
5 Pcs	Serving Spoon, big	150.00	750.00
10 packs	Rechargeable Battery, AA, 4Pcs	350.00	3,500.00
2 pieces	Trash Bin (Small)	200.00	400.00
15 pieces	Pot Holder	30.00	450.00
5 pieces	Extension Wire, 10meters, 4 Outlets	450.00	2,250.00
15 pieces	LED Panel Light, 60x60	3,000.00	45,000.00
4 bottles	WD 40 333ML	350.00	1,400.00
15 pieces	Down Light 18W	450.00	<u>6,750.00</u>
	TOTAL LOT 2:		100,000.00
	GRAND TOTAL		P200,000.00

The agency intends to apply the amount of **TWO HUNDRED THOUSAND PESOS (Php 200,000.00) to be use for PMED office for Supply and Delivery of Lot 1-Office Supplies and Lot 2 - Other Supplies to be use for at 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, **FJD GENERAL MERCHANDISE NAGA CITY, BONING'S TRADING, NAGA CITY AND RFK GENERAL MERCHANDISE, PILI, C.S.**

Are hereby requested to submit the following document:

1. Mayors Permit
2. DTI Registration
3. PhilGEPS Registration
4. BIR Registration
5. Omnibus Sworn Statement

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.



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

Sealed Bid must be received by BAC Secretariat, DA RFO 5 through manual submission not later than **9:00 in the morning of 26 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 19, 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: **OFFICE SUPPLIES AND OTHER SUPPLIES TO BE USE FOR 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)
	LOT 1: Office Supplies								
	PVC Cover (A4), clear		2 boxes						
	Bondpaper, A4, 5S		20 boxes						
	Laid Board Paper (White)- A4 10's		10 Packs						
	Index Tab (Clear)		10 boxes						
	Binder Clips,32mm		5 boxes						
	Binder Clips,50mm		6 boxes						
	Plastic Binding ring (8mm),10pcs		5 pieces						
	Plastic Binding ring (11mm),10pcs		4 pieces						
	Plastic Binding ring (20mm),10pcs		4 pieces						
	Plastic Binding ring (25mm),10pcs		4 pieces						
	Scotch Tape, 1"		9 pieces						
	Scotch Tape, 1/2"		8 pieces						
	Scotch Tape, 3"		8 pieces						
	Scotch Tape, 4"		9 pieces						
	Correction Tape		10 pieces						
	Double Sided Tape,1"		9 pieces						
	Double Sided Tape,1/2"		8 pieces						
	Colored paper, Long		15 packs						
	Ordinary Long Folder, Brown		6 dozens						
	Ordinary Long Folder, White		5 dozens						
	Expanding Long Folder, Green		12 dozens						
	Ordinary Brown Long Envelope		25 pieces						
	Expanding Long Envelope, Assorted Color		5 dozens						
	Sign Pen 0.7 , Black		10 boxes						
	Sign Pen 0.5, Black		10 boxes						
	Sign Pen 0.5, Blue		10 boxes						
	Sticky Notes (Plastic Transparent),50pages		25 pieces						
	Sticky Notes, Medium		30 pieces						
	Highlighter Marker, Assorted (Pastel Color)		6 sets						
	Staple Wire		20 boxes						
	Puncher, Large		3 pieces						
	Ruler Plastic, 12"		12 pieces						

	Packing Tape, 5" Packing Tape Dispenser Sharpener Permanent Marker Yellow Pad Paper Pencil Notebook Certificate Jacket Certificate Frame Molar Box Molar File Cutter, Hand, Big Metal Paper Cutter A4 15"x12"		12 pieces 3 pieces 2 pieces 10 boxes 6 pads 6 boxes 65 pieces 40 pieces 20 pieces 11 pieces 20 pieces 5 pieces 2 Pcs						
	TOTAL LOT 1:								
	LOT 2: OTHER SUPPLIES Air Freshener,12 pcs Garbage Bag,XXL, (37x40)/100 pcs Garbage Bag,XL, (30x37)/100 pcs Garbage Bag,L, (26x32)/100 pcs Garbage Bag,S, (26x32)/100 pcs Scotch Brite (Scrub) Scotch Brite (Foam) Dishwashing Paste Alcohol, Ethyl, 70% scented, 500ml Insecticide (orange),600ml Tissue Paper,12pcs/set Jumbo Tissue Roll Pull-up Tissue Facemask,50pcs, Colored Floor Mat Car Air Freshener Spoon & Fork, 24 pcs/set Serving Spoon, big Rechargeable Battery, AA, 4Pcs Trash Bin (Small) Pot Holder Extension Wire, 10meters, 4 Outlets LED Panel Light, 60x60 WD 40 333ML Down Light 18W		1 box 3 packs 3 packs 3 packs 4 packs 10 pieces 10 pieces 20 bottles 20 bottles 11 pieces 30 sets 30 pieces 10 boxes 15 boxes 15 pieces 10 pieces 3 sets 5 Pcs 10 packs 2 pieces 15 pieces 5 pieces 15 pieces 4 bottles 15 pieces						
	TOTAL LOT 2:								
								Grand Total	

Name: _____

Legal Capacity: _____

Signature: _____

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