



(SVP#14-2025-RES)REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF LOT 1: OFFICE SUPPLIES , LOT 2: OTHER SUPPLIES AND MATERIALS AND LOT 3: POLO-SHIRT FOR USE IN THE IMPLEMENTATION OF UPSCALING PRECISION MODEL RICE FARMS DROUGHT PRONE AREAS OF CAMARINES SUR PROJECT AND SUPPORT TO RESEARCH MONITORING UNDER REGULAR FUND CY 2025 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00) 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	UNIT	PARTICULARS	UNIT COST	TOTAL ABC
		LOT 1: OFFICE SUPPLIES		
40	boxes	Bond paper, box, A4	1,300.00	52,000.00
5	boxes	Bond paper, box, Long	1,400.00	7,000.00
5	boxes	Bond, paper, box Short	1,200.00	6,000.00
15	pcs	Record Book, pcs, 300 pages	200.00	3,000.00
20	pcs	Clear book, A4, green color ,50 sheets	250.00	5,000.00
30	pcs	Clear book, long, green color ,50 sheets	300.00	9,000.00
20	pcs	Notebook, 80 leaves	20.00	400.00
100	pcs	Expanding Envelope with garter, long, green	30.00	3,000.00
1	pack	PVC binding cover, transparent, A4,100pcs/pack & 200 microns	440.00	440.00
10	boxes	Pencil, with eraser	120.00	1,200.00
10	boxes	Ballpen, box, .5mm, black	300.00	3,000.00
10	pcs	Ballpen, box, .5mm, blue	300.00	3,000.00
5	boxes	Frixion clicker roller ballpen, 0.5mm, blk,12's	1,000.00	5,000.00
5	boxes	Frixion clicker roller ballpen,0.5mm, blue,12's	1,000.00	5,000.00
4	boxes	Gel pen, Hi-tecpoint V10 Grip, Black	1,200.00	4,800.00
4	boxes	Gel pen, Hi-tecpoint V10 Grip, Blue	1,200.00	4,800.00
5	pcs	Scissors, heavy duty, Big	100.00	500.00
10	boxes	Permanent Marker, original, heavy duty, broad, black, box	800.00	8,000.00
5	boxes	Whiteboard Marker, Black, heavy duty	500.00	2,500.00
28	pcs	Correction Tape, 10M	50.00	1,400.00
10	boxes	Office file documents Storage with cover, box, green	350.00	3,500.00
10	pcs	Office molar file, green	160.00	1,600.00
5	pack	Vellum paper, A4, pack	150.00	750.00
9	box	Paper clip, 50mm	40.00	360.00
10	boxes	Paper, binder, 51 mm	100.00	1,000.00
10	boxes	Paper, binder,32 mm	50.00	500.00
9	boxes	Paper fastener, plastic	50.00	450.00
100	boxes	Folder, Ordinary, white, long	12.00	1,200.00
100	boxes	Folder, Ordinary, green, long	15.00	1,500.00
10	pcs	Tape, double sided, 1"	40.00	400.00
10	pcs	Tape, Masking, 1"	50.00	500.00
10	pcs	2025 Planner	320.00	3,200.00
		TOTAL LOT 1:		P140,000.00



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

Project Title: SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES AND MATERIALS FOR USE IN THE IMPLEMENTATION OF UPSCALING PRECISION MODEL RICE FARMS DROUGHT PRONE AREAS OF CAMARINES SUR PROJECT AND SUPPORT TO RESEARCH MONITORING UNDER REGULAR FUND CY 2025 :ABC-P110,000.00

LOT 2: OTHER SUPPLIES & MATERIALS				
50	pcs	Alcohol 99.99% germ-skill, anti-bacterial solution	180.00	9,000.00
40	pack	Tissue paper, 3 ply	200.00	8,000.00
2	pcs	Extension wire, 5 gang, 10m, heavy duty, with individual switch	700.00	1,400.00
11	pcs	Thickened waterproof raincoat (up & down), heavy duty	500.00	5,500.00
24	pack	Microfiber cleaning cloth, 30x60 cm	55.00	1,320.00
6	pair	Over-the-Knee High Green Lengthened Paddy Boots Wader Specialty Rice Transplanting Shoes Rain Boots Rain Boots	2,340.00	14,040.00
250	pcs	New empty sacks, 50kg	40.00	10,000.00
15	bot	Dishwashing liquid (kalamansi,475ml) (ing.: water,Sodium Laureth SulfateAlcohol Ethoxylate...)	150.00	2,250.00
10	tube	Air freshener (Water, Propellant ,Sorbitan Monooleate..)(net content:320ml(275g)	350.00	3,500.00
10	pcs	Dishwashing scrub sponge (95mmX150mm)	55.00	550.00
10	roll	Trash bag (100s) XL black, rool bag	110.00	1,100.00
5	box	Rubber band (flat) (350g)	160.00	800.00
24	pack	Battery, AA, 4 pcs/pack	340.00	8,160.00
15	pack	Battery, AAA, 4 pcs/pack	350.00	5,250.00
10	pcs	Plastic twine	70.00	700.00
2	kilogram	Welding Rod 6013 x 2.5mm (3/32")	550.00	1,100.00
5	pcs	Crates (Length 52CmX36CM Width X 26 height), Heavy duty crates Durable Stackable 100%OrdorLess Easy to Clean	400.00	2,000.00
2	packs	Sando bag, medium, white	80.00	160.00
1	dozen	Plastic Plates Pure White Round Dinner Plates, 12 pcs/pack	300.00	300.00
1	doze	Plastic Tumbler Reusable Acrylyc Cups / Clear Plastic Tumbler / Fast food Tumbler Baso	240.00	240.00
1	sets	Home Dinnerware Fork and spoon set Heavy Duty, 12 pcs/packs	150.00	150.00
1	pcs	Rubbermaid 5 Gallons water cooler/water jug	3,600.00	3,600.00
1	pcs	Ice box/Cooler Insulated,30L, Blue	1,180.00	1,180.00
5	packs	Plastic clear bag, 20x30x0012, 100 pcs/packs	250.00	1,250.00
1	unit	Butane gas stove portable, heavy duty, outdoor camping equipment, mini burner box electric	1,550.00	1,550.00
40	pcs	Butane refill Fuel Gas Can Cartridge for Portable Stove Gas	75.00	3,000.00
6	boxes	Indoplas Disposable Face Mask 3-Ply with Earloop 1 box (50 pcs)	100.00	600.00
20	pairs	Durable Waterproof Thorn Resistant Anti-Skid Outdoor Gardening Protective Gloves	80.00	1,600.00
TOTAL LOT 2:				P88,300.00
LOT 3: POLO-SHIRT:				
31	pcs	Customized full sublimation polo-shirts	700.00	21,700.00
TOTAL LOT 3:				P21,700.00
GRAND TOTAL:				P250,000.00

The agency intends to apply the amount of **Two Hundred Fifty Thousand Pesos (P250,000.00)** for use in the Implementation of Upscaling Precision Model Rice Farms Drought Prone Areas of Camarines Sur Project and Support to Research Monitoring under Regular Fund CY 2025 as the Approved Budget for the Contract.



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

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, **JDM Handicrafts Trading, Pili, Camarines Sur; Rockwood Consumer Goods Trading, Pili, Camarines Sur and Boning's Trading, Naga City (Lot 1,2&3)** and any other interested Bidders are hereby requested to submit the following document:

1. Mayors Permit (updated or proof of renewal)
2. SEC/DTI/CDA Reg.
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.

Sealed Bid must be duly received by BAC Secretariat, through manual submission not later than 1:00pm in the afternoon of 17 march 2025 at BAC Office, DA RFO 5, San Agustin, Pili, Cam. Sur. Late bids shall not be accepted. Opening of Proposal shall be at 1:30pm onwards at 3rd Floor, Operations Building, DA RFO-V, Pili, Camarines Sur.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili, or via email **bacrfo5@gmail.com**.

10th March 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: **SUPPLY AND DELIVERY OF OFFICE AND OTHER SUPPLIES AND MATERIALS FOR USE IN THE IMPLEMENTATION OF UPSCALING PRECISION MODEL RICE FARMS DROUGHT PRONE AREAS OF CAMARINES SUR PROJECT AND SUPPORT TO RESEARCH MONITORING UNDER REGULAR FUND CY 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								
boxes	Bond paper, box, A4		40						
boxes	Bond paper, box, Long		5						
boxes	Bond, paper, box Short		5						
pcs	Record Book, pcs, 300 pages		15						
pcs	Clear book, A4, green color ,50 sheets		20						
pcs	Clear book, long, green color ,50 sheets		30						
pcs	Notebook, 80 leaves		20						
pcs	Expanding Envelope with garter, long, green		100						
pack	PVC binding cover, transparent, A4,100pcs/pack & 200 microns		1						
boxes	Pencil, with eraser		10						
boxes	Ballpen, box, .5mm, black		10						
pcs	Ballpen, box, .5mm, blue		10						
boxes	Frixion clicker roller ballpen, 0.5mm, blk,12's		5						
boxes	Frixion clicker roller ballpen,0.5mm, blue,12's		5						
boxes	Gel pen, Hi-tecpoint V10 Grip, Black		4						
boxes	Gel pen, Hi-tecpoint V10 Grip, Blue		4						
pcs	Scissors, heavy duty, Big		5						
boxes	Permanent Marker, original, heavy duty, broad, black, box		10						
boxes	Whiteboard Marker, Black, heavy duty		5						
pcs	Correction Tape, 10M		28						
boxes	Office file documents Storage with cover, box, green		10						
pcs	Office molar file, green		10						
pack	Vellum paper, A4, pack		5						
box	Paper clip, 50mm		9						
boxes	Paper, binder, 51 mm		10						
boxes	Paper, binder,32 mm		10						
boxes	Paper fastener, plastic		9						
boxes	Folder, Ordinary, white, long		100						

boxes	Folder, Ordinary, green, long		100					
pcs	Tape, double sided, 1"		10					
pcs	Tape, Masking, 1"		10					
pcs	2025 Planner		10					
	TOTAL LOT 1:							
	LOT 2: OTHER SUPPLIES & MATERIALS							
pcs	Alcohol 99.99% germ-skill, anti-bacterial solution		50					
pack	Tissue paper, 3 ply		40					
pcs	Extension wire, 5 gang, 10m, heavy duty, with individual switch		2					
pcs	Thickened waterproof raincoat (up & down), heavy duty		11					
pack	Microfiber cleaning cloth, 30x60 cm		24					
pair	Over-the-Knee High Green Lengthened Paddy Boots Wader Specialty Rice Transplanting Shoes Rain Boots Rain Boots		6					
pcs	New empty sacks, 50kg		250					
bot	Dishwashing liquid (kalamsi,475ml) (ing.: water,Sodium Laureth SulfateAlcohol Ethoxylate...)		15					
tube	Air freshener (Water, Propellant ,Sorbitan Monooleate..)(net content:320ml(275g)		10					
pcs	Dishwashing scrub sponge (95mmX150mm)		10					
roll	Trash bag (100s) XL black, rool bag		10					
box	Rubber band (flat) (350g)		5					
pack	Battery, AA, 4 pcs/pack		24					
pack	Battery, AAA, 4 pcs/pack		15					
pcs	Plastic twine		10					
kilogr am	Welding Rod 6013 × 2.5mm (3/32")		2					
pcs	Crates (Length 52CmX36CM Width X 26 height), Heavy duty crates Durable Stackable 100%OrdorLess Easy to Clean		5					
packs	Sando bag, medium, white		2					
dozen	Plastic Plates Pure White Round Dinner Plates, 12 pcs/pack		1					
doze	Plastic Tumbler Reusable Acrylyc Cups / Clear Plastic Tumbler / Fast food Tumbler Baso		1					
sets	Home Dinnerware Fork and spoon set Heavy Duty, 12 pcs/packs		1					
pcs	Rubbermaid 5 Gallons water cooler/water jug		1					
pcs	Ice box/Cooler Insulated,30L, Blue		1					
packs	Plastic clear bag, 20x30x0012, 100 pcs/packs		5					

unit	Butane gas stove portable, heavy duty, outdoor camping equipment, mini burner box electric		1						
pcs	Butane refill Fuel Gas Can Cartridge for Portable Stove Gas		40						
boxes	Indoplas Disposable Face Mask 3-Ply with Earloop 1 box (50 pcs)		6						
pairs	Durable Waterproof Thorn Resistant Anti-Skid Outdoor Gardening Protective Gloves		20						
	TOTAL LOT 2:								
	LOT 3: POLO -SHIRTS								
pcs	Customized full sublimation polo-shirts		31						
	TOTAL LOT 3:								
	GRAND TOTAL								

Name: _____

Legal Capacity: _____

Signature: _____

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