



Republic of the Philippines
Province of Cebu
Municipality of San Francisco

BIDS AND AWARDS COMMITTEE

**INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO SUPPLY/PURCHASE OFFICE
SUPPLIES USED FOR 3RD QUARTER 2022 PER OFFICE OF LGU SAN FRANCISCO, CEBU.**

Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on **July 13, 2022**, at **2:00 P.M.** in the **Municipal Business Permits & Licensing Office Building, Municipality of San Francisco, Cebu.**

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before **July 13, 2022**, at **2:00 P.M.** in two (2) separate sealed envelopes, the first containing the technical component of the bid **with the expression of interest** and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the deadline on **July 13, 2022**, at **2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a "**Modification**" thereof, and stamped "**received**" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidder may through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped received by the BAC before the deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, Manager's Check, in the amount in **PESOS** equivalent to two percent (2%) of approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security may be released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay, and shall pay liquidated damages, not by way of penalty, an amount equal to **one tenth (1/10) of one percent (1%)** of the cost delayed goods scheduled for delivery for everyday of delay until such goods are finally delivered and accepted. Such amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

It is requested that the bidder or his/her authorized representative be present to witness the opening of bid. All bids received on time will, however, be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids, to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, and quotations and remarks on the bid shall ipso facto be constituted a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS
AT THE BACK

Very truly yours,


RICHARD V. MANINGO
BAC Chairperson

ADVERTISEMENT No. **130-2022**
 REFERENCE: _____
 ALOBS No. _____

TO BE OPENED ON: **JULY 13, 2022** at **2:00 P.M.**
 PR. NO. **22-06-0312** DATE: **JUNE 22, 2022**
 DATE: _____

ALLOCATED BUDGET FOR THE CONTRACT (ABC): **PHP 229,264.00**
 SOURCE OF FUNDS: **BY OFFICE**

PURPOSE: INVITATION TO BID TO SUPPLY/PURCHASE OFFICE SUPPLIES USED FOR 3RD QUARTER 2022 PER OFFICE OF LGU SAN FRANCISCO, CEBU.

Item No.	Item & Description	Unit	QTY	Unit Price	Total Amount
1	INSECTICIDE, aerosol type, 500 ml	can	11		
2	HAND SANITIZER, 500ml	bottle	41		
3	ALCOHOL, ethly, 68-72%, 500ml	bottle	362		
4	ALCOHOL, ethly, 68-72%, 1 gallon	gallon	23		
5	ALCOHOL, ethly, 68-72%, 3.785 liters	gallon	12		
6	PROVIDONE IODINE, 10% solution, 120 ml	gallon	2		
7	INK, for stampad pad	bottle	6		
8	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	14		
9	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	13		
10	NOTE PAD, stick on, 3"x3"	pad	20		
11	NOTEBOOK, stenographer	place	2		
12	PAPER, MULTICOPY, A4, 80gsm	reams	111		
13	PAPER, MULTICOPY, Legal, 80gsm	reams	85		
14	PAPER, Multi-Purpose, A4, 70gsm	reams	166		
15	PAPER, Multi-Purpose, legal, 70gsm	reams	141		
16	PAPER, Multi-purpose, short	reams	13		
17	PAD PAPER, ruled	pad	5		
18	PAPER, parchment	box	1		
19	Thermal, Paper, 55gsm (-5%) , 1/2 Core, 216mm x 30mm	roll	1		
20	RECORD BOOK, 300 PAGES, size 214mm x 278mm min	book	32		
21	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	62		
22	TOILET TISSUE PAPER, 2-ply, 100% recycle, 12 pcs/pack	pack	64		
23	TISEUE, Interfolded paper towel	pack	16		
24	TOILET TISSUE PAPER, Interfolded Paper towel	pack	7		
25	BATTERY, dry Cell, size: AA	pack	59		
26	BATTERY, dry cell, size: AAA	pack	33		
27	BATTERY, dry cell, size: D	pack	12		
28	GLUE, all purpose, 120 gms	jar	29		
29	STAPLE WIRE, heavy duty, binder type, 23/13	box	13		
30	STAPLE WIRE, standard #35	box	32		
31	TAPE, electrical	roll	7		
32	TAPE, masking, 24mm	roll	27		
33	TAPE, masking, 48mm	roll	25		
34	TAPE, packaging, 48mm	roll	16		
35	TAPE, transparent, 24mm	roll	29		

36	TAPE, transparent, 48mm	roll	35		
37	TWINE, plastic	roll	2		
38	ELECTRIC FAN, industrial, ground type	unit	1		
39	THERMOGUN	piece	1		
40	LINER TUBE, light Emitting Diode (LED), 18 wats	piece	3		
41	LIGHT BULB, light Emitting Diode (LED)	piece	3		
42	RULER, plastic, 450mm	piece	12		
43	AIR FRESHENER, aerosol type	can	47		
44	BROOM, soft, tambo	piece	59		
45	BROOM, stick, ting-ting	piece	50		
46	CLEANER, toilet and urinal, 1000ml	bottle	45		
47	CLEANSER, scouring powder	can	9		
48	DETERGENT BAR, 140g	piece	20		
49	DETERGENT POWDER, all-purpose, 1kg	pack	209		
50	DISINFECTANT SPRY, aerosol type, 330ml	can	58		
51	DUST PAN, non-rigid plastic	piece	41		
52	LIQUID HAND SOAP, 500mL	bottle	29		
53	FLOOR WAX, paste type, red	can	1		
54	FURNITURE CLEANER, aerosol type, 300 ml	can	27		
55	MOPHANDLE, heavy duty screw type, wooden	piece	5		
56	MOPHEAD, made of rayon, 400gms	piece	5		
57	RAGS, all cotton, 32 pcs/bundle	bundle	36		
58	SCOURING PAD, 5 pcs/pack	pack	1		
59	TRASHBAG, GPP spacs, black, 940mmx1016mm	pack	19		
60	WASTEBASKET, non-rigid plastic	piece	15		
61	FLASH DRIVE, 16gb	piece	12		
62	MOUSE, OPTICAL, USB connection type	unit	2		
63	MOUSE, wireless, USB	unit	1		
64	CLIP, backfold, 25mm	box	3		
65	CLIP, backfold, 32mm	box	3		
66	CLIP, backfold, 50mm	box	3		
67	CORRECTION TAPE, 8m	piece	173		
68	DATA FILE BOX, single	piece	6		
69	ENVELOPE, DOCUMENTARY, for legal-size document, 100pcs/box	box	2		
70	ENVELOPE, expanded, kraft, legal, 100 pcs/box	box	1		
71	ENVELOPE, expanded, plastic	piece	7		
72	FASTENER, metal, non-sharp edges	box	7		
73	FILE ORGANIZER, expanding, plastic, legal, 12 pocket	piece	2		
74	FOLDER A4 size (100 pcs per pack)	pack	1		
75	FOLDER, fancy, with slide, A4, 50 pcs/bundle	bundle	3		
76	FOLDER, fancy, with slide, legal, 100pcs/bundle	bundle	15		
77	FOLDER, L-type, legal, 50pcs/pack	pack	5		
78	FOLDER SHORT SIZE	pcs	50		
79	MARKER, fluorescent, 12 pcs/box	box	3		
80	MARKER, whiteboard, black	piece	17		

81	MARKER, whiteboard, blue	piece	14		
82	MARKER, whiteboard, red	piece	11		
83	MARKER, permanent, black, bullet type	piece	73		
84	MARKER, permanent, blue, bullet type	piece	46		
85	MARKER, permanent, red, bullet type	piece	31		
86	PAPER CLIP, vinyl/plastic coated, 33mm	box	24		
87	PAPER CLIP, vvinylplastic coated, 50mm	box	56		
88	PENCIL, lead, with eraser, #2	box	19		
89	RUBBER BAND, No. 18	box	3		
90	STAMP PAD, felt	piece	2		
91	BLADE, for general-purposecutter/ utility knife	tube	1		
92	CUTTER/UTILITY KNIFE, for general purpose	piece	6		
93	PUNCHER, paper, heavy duty, 2 holes	piece	5		
94	SCISSORS, symmetrical, 8"	pair	23		
95	STAPLER, standard type	piece	14		
96	STAPLER REMOVER, plier type	piece	3		
97	TAPE DISPENSER, table top	piece	1		
98	CALCULATOR, compact, 12 digit, two way power, solar cell battery	pcs	2		
99	INK CART, EPSON C13T664100 (T6641), black	cart	60		
100	INK CART, EPSON C13T664200 (T6642), Cyan	cart	43		
101	INK CART, EPSON C13T664300 (T6643), Magenta	cart	46		
102	INK CART, EPSON C13T664400 (T6644), Yellow	cart	53		
103	HANDBOOK, (RA 9184), 8th edition	cart	1		
104	FIRE EXTINGUISHER, dry chemical, 2kg	book	1		
105	MONOBLOC CHAIR, beige	unit	6		
106	MONOBLOC CHAIR, white	piece	6		
107	CLEARBOOK, 20 Transparent pocket, A4	piece	5		
108	CLEARBOOK, 20 Transparent pocket, legal	piece	10		
109	PAPER FASTENER (plastic)	box	11		
110	ERASER, plastic/rubber	piece	10		
111	SIGN PEN, black	piece	178		
112	SIGN PEN, blue	piece	99		
113	SIGN PEN, red	piece	41		
114	SIGN PEN, pink	piece	5		
115	DTR	ream	5		
116	CORRECTION TAPE (referable)	pcs.	4		
117	Office Window Curtain (54" X 95")	set	6		
118	Ballpen (0.5) blue	box	2		
119	Ballpen (0.5) black	pcs	168		
120	64 GB, USB 2.0 Flash Drive	pcs.	2		
121	USB 32GB Flash drive	PC	1		
122	INK 003 BLACK	BOT	35		
123	INK 003 CYAN	BOT	8		
124	INK 003 MAGENTA	BOT	8		
125	INK 003 YELLOW	BOT	8		

126	TONER TN2280	pcs.	2		
127	DRUM DR2255	pcs.	1		
128	ALL PURPOSE GLUE 120GRM	BOT	3		
129	CARD READER	PC	1		
130	INK BROTHER D60 BLACK	BOT	3		
131	INK 001 BLACK	BOT	3		
132	SURGICAL MASK, 3 PLY, 50 PCS/BOX	BOX	4		
133	KN95 FACEMACK, 10PCS/BOX	BOX	6		
			2,019	TOTAL	

- NOTE:
1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
 2. Bidders are required to put their respective Bidder's Bond either in CASH, CERTIFIED CHECK, CASHIER'S CHECK, MANAGER'S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. Bid proposal with no Bidder's Bond will be disqualified automatically.
 3. Bidding Documents may be purchased by interested Bidders from the BAC Office and upon payment of nonrefundable fee in the amount of 0.28% of the Approved Budget of the Contract (ABC). Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

CERTIFICATION:

THIS IS TO CERTIFY that the herein-quoted items are available.

(Name of Company)

(Signature of Bidder/Representative over printed name)

Requirements:

1. Expression of Interest (for inclusion in **Envelope A**)
2. Approved Mayor's Permit **2022 of San Francisco, Cebu**
3. 5% VAT and 1% Percentage Tax to be deducted upon payment
4. DTI Business name registration or SEC registration Certificate
5. TIN and VAT Registration
6. ITR for the preceding calendar year
7. Bidder's Bond of 2% of the ABC
9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference -
2. Receipts and Opening of Bids - **JULY 13, 2022** - **2:00 PM**

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.

I Class "A" Documents

A. Legal Documents

1. SEC Registration Certificate or DTI Business Name Registration
2. Articles of Incorporation
3. Valid and Current Business Permit
4. Taxpayer's Identification Number and VAT Registration
5. Statement that the prospective bidder is not "**blacklisted**" or barred from bidding by the government or any agency
6. List of Clients
7. Company Profile
8. Income Tax Return for the preceding calendar year
9. Authority of Company Representative

B. Technical Documents

1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex "A")
2. Statement whether prospective bidder is a manufacturer, supplier or distributor
3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

C. Financial Documents

1. Audited Financial Statements, stamped "**received**" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the bidder's total current assets and liabilities; and
2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

NFCC Computation

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding projects under ongoing contracts, including awarded contracts yet to be started.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one (1) year up to two (2) years, and 20 for a contract duration of more than two (2) years.

II Class "B" Documents

1. Valid joint venture agreement, in case of joint venture
2. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check

Note: Eligibility requirements/documents shall be submitted to the BAC in sealed ELIGIBILITY ENVELOPE duly marked as such together with the Technical and Financial Envelopes on the schedule listed above and shall be opened on the same date to determine eligibility of each of the prospective bidders.

SUBMISSION AND RECEIPT OF BIDS

I Contents of the **First Envelope** (Technical Proposal)

1. Expression of Interest
1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After – sales service, if applicable
6. Technical Specifications

II Contents of the **Second Envelope** (Financial Proposal)

1. Bid prices in the prescribed Bid form; and
2. The recurring and the maintenance costs, if applicable

NOTE: LOT PRICE