



Republic of the Philippines
Province of Cebu
Municipality of San Francisco

151
889 8591

BIDS AND AWARDS COMMITTEE
San Francisco, Cebu

**INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO SUPPLY SNACKS
USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE RESILIENT
ORGANIZATIONAL CULTURE.**

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 August 17, 2022, at 2:00 P.M. in the **BAC Office Bldg., 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 August 17, 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 August 17, 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 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.

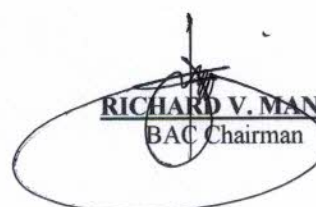
It is requested that the bidder or his/her authorized representative be present to witness the opening of bid. All bids received on time will, however, be opened with or without the presence of the bidder or his/her duly authorized representative.

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 Chairman

ADVERTISEMENT No. **151-2022**

REFERENCE: _____

ALOPS No. _____

TO BE OPENED ON: **August 17, 2022, at 2:00 P.M.**

PR. NO. **22-08-0368** DATE: **August 3, 2022**

DATE: _____

ALLOCATED BUDGET FOR THE CONTRACT (ABC): **PHP 749,950.00**

SOURCE OF FUNDS: **SEMINAR/ TRAINING BUDGET ALLOCATION**

PURPOSE:

INVITATION TO BID TO SUPPLY SNACKS USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE RESILIENT ORGANIZATIONAL CULTURE.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
	SNACKS: 1 ST – BUDBUD, BISCUITS, SOFT DRINKS 2 ND – TORTA, BISCUITS, SOFT DRINKS 3 RD – BURGER AND SOFTDRINKS 4 TH –SIOPAO AND SOFT DRINKS	SERVING	14,999		
	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, or 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 - **August 17, 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: SAN FRANCISCO AREA ONLY



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8898591
Procuring Entity MUNICIPALITY OF SAN FRANCISCO, CEBU
Title INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO SUPPLY SNACKS USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE RESILIENT ORGANIZATIONAL CULTURE.
Area of Delivery Cebu

Solicitation Number: 151-2022	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Food Stuff	Date Published	05/08/2022
Approved Budget for the Contract: PHP 749,950.00	Last Updated / Time	05/08/2022 00:00 AM
Delivery Period: 3 Day/s	Closing Date / Time	17/08/2022 14:00 PM
Client Agency:		
Contact Person: Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		

Description

Republic of the Philippines
Province of Cebu
Municipality of San Francisco

BIDS AND AWARDS COMMITTEE
San Francisco, Cebu

INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO SUPPLY SNACKS USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE RESILIENT ORGANIZATIONAL CULTURE.

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 August 17, 2022, at 2:00 P.M. in the BAC Office Bldg., Municipality of San Francisco, Cebu.

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SEE ARTICLES FOR QUOTATIONS Very truly yours,
AT THE BACK

RICHARD V. MANINGO
BAC Chairman

ADVERTISEMENT No. 151-2022 TO BE OPENED ON: August 17, 2022, at 2:00 P.M.
REFERENCE: _____ PR. NO. 22-08-0368 DATE: August 3, 2022
ALOS No. _____ DATE: _____

ALLOCATED BUDGET FOR THE CONTRACT (ABC): PHP 749,950.00
SOURCE OF FUNDS: SEMINAR/ TRAINING BUDGET ALLOCATION

PURPOSE:
INVITATION TO BID TO SUPPLY SNACKS USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE
RESILIENT ORGANIZATIONAL CULTURE.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
SNACKS:					
1ST	BUDBUD, BISCUITS, SOFT DRINKS				
2ND	TORTA, BISCUITS, SOFT DRINKS				
3RD	BURGER AND SOFTDRINKS				
4TH	SIOPAO AND SOFT DRINKS				
SERVING 14,999					
TOTAL					

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SUBMISSION AND RECEIPT OF BIDS

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4. Manpower requirements
5. After - sales service, if applicable
6. Technical Specifications

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2. The recurring and the maintenance costs, if applicable

NOTE: SAN FRANCISCO AREA ONLY

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	FOOD STUFF	INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO SUPPLY SNACKS USED FOR THE SEMINAR/TRAINING ON CREATING A SUSTAINABLE RESILIENT ORGANIZATIONAL CULTURE.	14,999	Lot	749,950.00

Other Information

Suppliers/bidders must download the attached documents in the associated component section.

Created by Zenaida M Formentera

Date Created 04/08/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

PURCHASE REQUEST

San Francisco, Cebu

Department: **MAYOR 'S OFFICE**

Section:

PR No. 22-08-0368

SAI No.

ALOBS No.

Date:

AUG 03 2022

Date:

Date:

UNIT	QTY	ITEM DESCRIPTION	STOCK	ESTIMATED	ESTIMATED
SERVING	14,999	SNACKS MENU		50.00	749,950.00
		1ST : BUDBUD, BISCUITS, SOFTDRINKS			0.00
		2ND: TORTA, BISCUITS, SOFTDRINKS			0.00
		3RD: BURGER AND SOFTDRINKS			0.00
		4TH: SIOPAO AND SOFTDRINKS			0.00
					0.00
REAMS	20	BONDPAPER SUB-20 , A4		270.00	5,400.00
BOXES	19	BALLPEN 05.MM (50PCS/BOX)		600.00	11,400.00
PCS	105	MANILA PAPER		9.00	945.00
PCS	30	PENTEL PEN		75.00	2,250.00
					0.00
		MUNICIPALITY OF SAN FRANCISCO, CEBU			0.00
					0.00
		DPADEC			0.00
					0.00
		OK AS TO:			0.00
		Date: 08-03-22			0.00
					0.00
		Total Amount P			769,945.00

OK AS TO:

NAIDA S. ARQUILLANO
MUNICIPAL BUDGET OFFICER

PURPOSE: CREATING A SUSTAINABLE RESILIENT ORGANIZATION CULTURE

Seminar / Training

Signature: _____

Printed Name:

Designation:

BEVERLIE LAGON
COMMUNITY AFFAIRS ASSISTANT II

APPROVED BY:

ALFREDO A. ARQUILLANO JR.
MUNICIPAL MAYOR

CY 2022

Province , City or Municipality: San Francisco,Cebu

Province , City or Municipality: San Francisco,Cebu

Plan Control NO:				Planned Amount:		769,945.00	
Department /Office: MAYOR'S OFFICE				Regular Contingencyccy		Total	
Item No.	Description	UNIT COST	QTY	Total Cost	Distribution		
					3RD quarter		
					Qty.	Amount	
1	SNACKS MENU	50.00	14,999	749,950.00			
	1ST : BUDBUD, BISCUITS, SOFTDRINKS			-			
	2ND: TORTA, BISCUITS, SOFTDRINKS			-			
	3RD: BURGER AND SOFTDRINKS			-			
	4TH: SIOPAO AND SOFTDRINKS			-			
				-			
	BONDPAPER SUB-20 , A4	270.00	20	5,400.00			
	BALLPEN 05.MM (50PCS/BOX)	600.00	19	11,400.00			
	MANILA PAPER	9.00	105	945.00			
	PENTEL PEN	75.00	30	2,250.00			
				</			

Prepared By:

COMMUNITY AFFAIRS ASSISTANT II

MPDO

Approved by:

Municipal Mayor



Republic of the Philippines
Province of Cebu
Municipality of San Francisco

CREATING A SUSTAINABLE RESILIENT ORGANIZATION CULTURE

I. BACKGROUND

Culture, in its predefined meaning by Cambridge dictionary, is the way to life of a particular people, especially as shown in their ordinary behavior and habits, their attitude towards each other, and their moral and religious belief. As we are part of one organizational culture to live in, this is the way, we are being identified and organized by people we serve.

Organizational culture, in relative to Human Resources Management concept, is used to improve the general culture, to create good relationship and promotes ethical communication between community.

A culture is a way of life of a group of people: the behavior, belief, values, and symbols that they accept, generally without thinking about them, and that are passed along by communication and imitation from one generation to the next. So, the key to organizational advancement is unlocking your ability to innovate, improve and perform over the long term. The key is the Culture.

Culture is a journey not a destination. We will use our identified culture for a progressive development.

II. OBJECTIVES

The Activity seeks to Accomplish the following

1. To clearly define Culture.
2. To elaborate the five different types of Culture and its corresponding benefits to a community.
3. To be able to build a sustainable/ resilient culture.

III. EXPECTED OUTPUTS OF THE ACTIVITY

1. Increased or boosted community involvement and productivity.
2. Developed greater leadership capacity.
3. Created a New ideal culture to the communities.

IV. PUROK EXPECTED PARTICIPANTS

NAME OF THE COMMUNITY/ PUROK	NO. OF PARTICIPANTS
NORTH DISTRICT:	
BARANGAY ESPERANZA	
Purok Po	185
Purok Looc	170
Purok Proper	146
Purok Igot	234
Purok Cogon 1	144
Purok Cogon 2	106
Purok Taliwangbas	204
Purok Tulang Dako Ubos	127
Purok Tulang Dako Ibabao	282
Purok Tulang Diot	185
BARANGAY SONOG	
Purok Isyong	173
Purok Matab-ang	238
Purok Mahayahay	180
Purok Pagnahian	145
Purok Kasyo	150
Purok Pantalan	83
Purok Bastian	80
BARANGAY CABONGA-AN	
Purok Timubo	75
Purok Proper 1	85
Purok Proper 2	58
Purok Batang	58
Purok Binongbong 1	125
Purok Binongbong 2	50
Purok Ubos	83
Purok Tendong	36
BARANGAY SANTA CRUZ	
Purok Kanggunit	82
Purok Panjay	273
Purok Proper	296
Purok Kanlayog	96
Purok Estampar	157
Purok Matnog	89
Purok Leong	69
Purok Cambat-an 1	237

Purok Cambat-an 2	187
BARANGAY UNION	
Purok Dayang	82
Purok Libo	57
Purok Proper	364
Purok Cantuwak	110
Purok Nagub-an	145
Purok Patabog	92
Purok Lower Buntod	142
Purok Nonoc	323

NAME OF THE COMMUNITY/ PUROK	NO. OF PARTICIPANTS
SOUTH DISTRICT:	
BARANGAY UNIDOS	
Purok 1	29
Purok 2	58
Purok 3	31
Purok 4	61
Purok 5	56
Purok 6	50
Purok 7	25
BARANGAY HEMINSULAN	
Purok Proper	74
Purok Ibabaw	52
Purok Bakhaw	102
Purok M. Lhuiller	113
Purok Kamanggahan	50
Purok Palanas	100
Purok Upper Mangodlong	82
Purok Lower Mangodlong	26
Purok Sagui	90
Purok Lower Himangkungan	42
BARANGAY CONSUELO	
Purok Kulo	136
Purok Paypay	285
Purok Langub	72
Purok Timbaon	77
Purok Proper	138
Purok Tulay	93
Purok Bogo 1	99

Purok Bogo 2	24
Purok Tabaylawom	76
Purok Danawan	142
Purok Lucbon	163
Purok Mangkahilo 1	80
Purok Mangkahilo 2	108
Purok Curva	61
Purok Boundary	30
BARANGAY SANTIAGO	
Purok Proper	69
Purok Pagnahian	66
Purok 3	57
Purok 4	30
Purok 5	52
Purok 6	85
Purok 7	115
Purok 8	46
Purok 9	52
Purok 10	72
BARANGAY SAN ISIDRO	
Purok Dumalerio	112
Purok Cangganay	41
Purok Awihaw	61
Purok Mahaba	97
Purok Campakong	178
Purok Proper	218
Purok Baring	150
Purok Canlusong	151
Purok San Martin	100
Purok Bagakay	53

NAME OF THE COMMUNITY/ PUROK	NO. OF PARTICIPANTS
CENTRAL DISTRICT:	
BARANGAY CAMPO	
Purok Soli-soli	63
Purok Tabaku	37
Purok Acasia	82
Purok Proper	105
Purok Lower	135
Purok Kinyawan	137
Purok Upper lawis	144
Purok Mahayahay	91
Purok Buntod 1	65

Purok Buntod 2	36
BARANGAY SOUTHERN POBLACION	
Purok Magay	306
Purok Purtabello	213
Purok Can-insing	172
Purok Camao	121
Purok Saint Francis	168
Purok Central	103
Purok Buwawan	133
BARANGAY WESTERN POBLACION	
Purok Nangka	117
Purok Lansones	66
Purok Mangga	113
Purok Curva	104
Purok Sambag	120
Purok Cabbage	77
Purok Upper Magkarongaw	111
BARANGAY MONTEALEGRE	
Purok East	78
Purok Tambis	57
Purok Cuampang	55
Purok West	75
Purok Bung-aw	30
Purok Obo-ob	78
BARANGAY NORTHERN POBLACION	
Purok Bokok	181
Purok Mangga	207
Purok Tugas	154
Purok Lungke	155
Purok Pamatasan	144
Purok Talisay	194
Purok Matnog	73
Purok Canbadlis	66
Total	14999

V. GENERAL METHODOLOGY

Lecture/Workshop. A mix of asynchronous and synchronous methods are to employ. The Awareness is a face-to-face activity with the observance of standard health protocol such as physical distancing, wearing of face mask, and frequently provide hand sanitizers to the participants. The entire activity will last up to 2 to 3 hours.

VI. PROGRAM FLOW

Activity	Time	What to prepare	Person-in-Charge
Registration/Attendance		Attendance sheet	
Prayer	3mins	Microphone	
Opening Remarks	10mins	Laptop and Projector	
Video Presentation	5mins	Laptop and Projector	
Resource Speaker	120mins	Laptop and Projector	
workshop	20mins		
Closing Remarks	5mins	Microphone	
Snacks will be served after the activity			

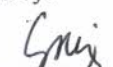
VII. APPLICATION OF LEARNING

The Outputs, Knowledge and Learning of Sustainable Culture Awareness will serve as an input to the development of the Municipality of San Francisco.


VIII. BUDGET PROPOSAL

EXPENSES	AMOUNT
Snacks (P50.00 /person)	749,950.00
Supplies and others	20,000.00
OVERALL	Php 769,950.00

Prepared by:


BEBERLIE M. LAGON
Community Affair Assistant II

Attested by:


NAIDA S. ARQUILLANO
Municipal Budget Officer

Approved by:


ALFREDO A. ARQUILLANO JR.
Municipal Mayor