



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/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 **August 31, 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 31, 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 31, 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 and 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 the 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 a 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 a 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 the 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,

ENGR. RICHARD V. MANINGO
BAC Chairperson

Advertisement No.:	175-2022	To Be Opened On:	8/31/2022
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBS No.:		Purchase Request No.:	22-08-0399
Date:		Purchase Request Date:	8/17/2022

Allocated Budget for the Contract (ABC) Php	361,836.00
Source of Funds:	

PURPOSE:

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.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	INSECTICIDE, aerosol type, 500 ml	can	11		
2	HAND SANITIZER, 500ml	bottle	23		
3	ALCOHOL, ethyl, 68-72%, 500ml	bottle	220		
4	ALCOHOL, ethyl, 68-72%, 1 gallon	gallon	24		
5	POVIDONE IODINE, 10% solution, 120 ml	bottle	2		
6	INK, for stamped pad	bottle	6		
7	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	11		
8	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10		
9	NOTE PAD, stick on, 3"x3"	pad	10		
10	NOTEBOOK, stenographer	place	2		
11	PAPER, MULTICOPY, A4, 80gsm	reams	28		
12	PAPER, MULTICOPY, Legal, 80gsm	reams	15		
13	PAPER, Multi-Purpose, A4, 70gsm	reams	99		
14	PAPER, Multi-Purpose, legal, 70gsm	reams	97		
15	PAPER, Multi-purpose, short	reams	9		
16	RECORD BOOK, 300 PAGES, size 214mm x 278mm min	book	29		
17	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	47		
18	TOILET TISSUE PAPER, 2-ply, 100% recycle, 12 pcs/pack	pack	30		
19	TISSUE, Interfolded paper towel	pack	5		
20	TOILET TISSUE PAPER, Interfolded Paper towel	pack	7		
21	BATTERY, dry Cell, size: AA	pack	28		
22	BATTERY, dry cell, size: AAA	pack	24		
23	BATTERY, dry cell, size: D	pack	12		
24	GLUE, all-purpose, 120 gms	jar	13		
25	STAPLE WIRE, heavy-duty, binder type, 23/13	box	14		
26	STAPLE WIRE, standard #35	box	19		
27	TAPE, electrical	roll	6		
28	TAPE, masking, 24mm	roll	20		
29	TAPE, masking, 48mm	roll	18		
30	TAPE, packaging, 48mm	roll	14		
31	TAPE, transparent, 24mm	roll	29		
32	TAPE, transparent, 48mm	roll	30		
33	TWINE, plastic	roll	1		
34	THERMOGUN	piece	1		
35	RULER, plastic, 450mm	piece	10		
36	AIR FRESHENER, aerosol type	can	28		
37	BROOM, soft, Tambo	piece	25		
38	BROOM, stick, ting-ting	piece	19		
39	CLEANER, toilet and urinal, 1000ml	bottle	35		
40	CLEANSER, scouring powder	can	9		
41	DETERGENT BAR, 140g	piece	20		
42	DETERGENT POWDER, all-purpose, 1kg	pack	87		

43	DISINFECTANT SPRY, aerosol type, 330ml	can	24		
44	DUST PAN, non-rigid plastic	piece	21		
45	LIQUID HAND SOAP, 375mL	bottle	23		
46	FLOOR WAX, paste type, red, 1 kl/can	can	1		
47	FURNITURE CLEANER, aerosol type, 300 ml	can	25		
48	MOPHANDLE, heavy-duty screw type, wooden	piece	5		
49	MOPHEAD, made of rayon, 400gms	piece	5		
50	RAGS, all cotton, 32 pcs/bundle	bundle	10		
51	SCOURING PAD, 5 pcs/pack	pack	1		
52	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	18		
53	WASTEBASKET, non-rigid plastic	piece	11		
54	FLASH DRIVE, 16gb	piece	9		
55	MOUSE, OPTICAL, USB connection type	unit	2		
56	MOUSE, wireless, USB	unit	1		
57	CLIP, back fold, 25mm	box	3		
58	CLIP, back fold, 32mm	box	3		
59	CLIP, back fold, 50mm	box	2		
60	CORRECTION TAPE, 8m	piece	94		
61	DATA FILE BOX, single	piece	6		
62	ENVELOPE, MAILING, white, legal size 100 pcs/box	box	1		
63	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box	box	1		
64	ENVELOPE, expanded, Kraft, legal, 100 pcs/box	box	2		
65	ENVELOPE, expanded, plastic	piece	7		
66	FASTENER, metal, non-sharp edges	box	2		
67	FILE ORGANIZER, expanding, plastic, legal, 12 pocket	piece	2		
68	FOLDER A4 size (100 pcs per pack)	pack	1		
69	FOLDER, fancy, with slide, A4, 50 pcs/bundle	bundle	2		
70	FOLDER, fancy, with slide, legal, 100pcs/bundle	bundle	9		
71	FOLDER, L-type, legal, 50pcs/pack	pack	3		
72	FOLDER SHORT SIZE	pcs	24		
73	MARKER, fluorescent, 12 pcs/box	box	12		
74	MARKER, whiteboard, black	piece	11		
75	MARKER, whiteboard, blue	piece	12		
76	MARKER, whiteboard, red	piece	9		
77	MARKER, permanent, black, bullet type	piece	16		
78	MARKER, permanent, blue, bullet type	piece	22		
79	MARKER, permanent, red, bullet type	piece	16		
80	PAPER CLIP, vinyl/plastic coated, 33mm	box	15		
81	PAPER CLIP, vinyl/plastic coated, 50mm	box	40		
82	PENCIL, lead, with eraser, #2	box	13		
83	RUBBER BAND, No. 18	box	1		
84	STAMP PAD felt	piece	3		
85	BLADE, for general purpose cutter/ utility knife	tube	3		
86	CUTTER/UTILITY KNIFE, for general purpose	piece	1		
87	PUNCHER, paper, heavy-duty, 2 holes	piece	4		
88	SCISSORS, symmetrical, 8"	pair	18		
89	STAPLER, standard type	piece	15		
90	STAPLER REMOVER, plier type	piece	3		
91	TAPE DISPENSER, tabletop	piece	2		
92	CALCULATOR, compact, 112-digit two-way power, solar cell battery	pcs	2		
93	INK CART, EPSON C13T664100 (T6641), black	cart	34		
94	INK CART, EPSON C13T664200 (T6642), Cyan	cart	19		
95	INK CART, EPSON C13T664300 (T6643), Magenta	cart	19		
96	INK CART, EPSON C13T664400 (T6644), Yellow	cart	24		

97	HANDBOOK, (RA 9184), 8th edition	cart	1		
98	FIRE EXTINGUISHER, dry chemical, 2kg	book	1		
99	CLEARBOOK, 20 Transparent pocket, legal	piece	2		
100	PAPER FASTENER (plastic)	box	11		
101	ERASER, plastic/rubber	piece	10		
102	SIGN PEN, black	piece	116		
103	SIGN PEN, blue	piece	87		
104	SIGN PEN, red	piece	24		
105	SIGN PEN, pink	piece	5		
106	DTR	ream	5		
107	CORRECTION TAPE (referable)	pcs.	22		
108	Office Window Curtain (54" X 95")	set	6		
109	Ball pen (0.5) blue	box	14		
110	Ball pen (0.5) black	pcs	137		
111	64 GB, USB 2.0 Flash Drive	pcs.	2		
112	USB 32GB Flash drive	PC	2		
113	INK 003 BLACK	BOT	35		
114	INK 003 CYAN	BOT	8		
115	INK 003 MAGENTA	BOT	8		
116	INK 003 YELLOW	BOT	8		
117	TONER TN2280	pcs.	2		
118	DRUM DR2255	pcs.	1		
119	ALL-PURPOSE GLUE 120GRM	BOT	2		
120	CARD READER	PC	1		
121	INK BROTHER D60 BLACK	BOT	3		
122	INK 001 BLACK	BOT	3		
123	SURGICAL MASK, 3 PLY, 50 PCS/BOX	BOX	4		
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. A 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 the 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:		Time:	
2. Receipts and Opening of Bids:	August 31, 2022	Time:	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 the 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 less 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 maintenance costs, if applicable

NOTE: LOT PRICE

**Other Information: Suppliers/bidders must download the attached documents in the associated component section.*