



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 FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE MSWDO MEETINGS AND PROGRAMS.

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 **November 23, 2022, at 2:00 P.M.** in the **BAC 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 **November 23, 2022, at 2:00 P.M.** in three (3) 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 **November 23, 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.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. 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, or 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 every day of delay until such goods are finally delivered and accepted. Such an 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, 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 M. MANINGO
Chairperson

Advertisement No.:	248-2022	To Be Opened On:	11/23/2022
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBS No.:		Purchase Request No.:	22-10-0565
Date:		Purchase Request Date:	11/9/2022

Allocated Budget for the Contract (ABC) Php	825,600.00
Source of Funds:	

PURPOSE:

INVITATION TO BID FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE
MSWDO MEETINGS AND PROGRAMS.

QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	TOTAL UNIT COST
180	servings	Women's Federation Officer's Monthly Meeting (GAD PROGRAM) Snacks: a. siopao/ empanada & soft drinks	1		
80	servings	Women's Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, bam-e, pork menudo, fruits & soft drinks			
200	servings	VAW DESK OFFICERS MEETINGS Snacks: siopao & soft drinks	2		
57	servings	National/Provincial Program (GAD PROGRAM) FOOD STUFF Menu 1: rice, fried chicken, pork menudo, fish escabeche, fruits, softdrinks & bottled water Snacks: siopao, torta, empanada & softsinks	3		
348	servings	Advocacy on Family Day Celebration thru Search for Huwarang Pamilya *Foodstuff Menu: rice, fried chicken, fish escabeche, bam-e, fruits & softdrinks Snacks: siopao/burger & softdrinks	4		
150	servings	PWD FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	5		
133	servings	PWD Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks Snacks (am & pm): siopao, bibingka & softdrinks	6		
55	servings	Conduct Awareness and sensitivity of PWDs to Youth without disabilities to prevent bullying FOOD STUFF Menu: rice, fried chicken, bam-e, bola2x, pork menudo, fruits & softdrinks Snacks: (am & pm) siopao, torta, bottled water	7		

120	servings	SENIOR CITIZEN FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	8		
300	servings	SENIOR CITIZENS WEEK CELEBRATION FOOD STUFF Menu: rice, fried chicken, bam-e, bola2x, pork menudo, , fruits & softdrinks Snacks: (am & pm) siopao, torta, bottled water	9		
133	servings	Senior Citizens Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks Snacks (am): siopao & softdrinks	10		
150	servings	SOLO PARENTS MONTHLY MEETING(GAD) FOODSTUFF: LUNCH: rice, pork menudo, buffalo wings, fish escabeche, fruits, water, softdrinks SNACKS: siopao, puto sikwate, softdrinks	11		
585	servings	PARENTS EFFECTIVENESS SERVICE SEMINAR (PES)(GAD) FOODSTUFF: Rice, bam-e, pork menudo, fish escabeche, bola-bola, softdrinks, water	12		
100	servings	MCPC/MIACAT/VAWC Quarterly Meeting (MCPC) LUNCH: Rice, beefsteak, korean barbecue, chopsuey, fish escabeche, fried chicken, humba, fruits, softdrinks, water SNACKS: siopao, empanada, budbod, bibingka, softdrinks	13		
150	servings	NATIONAL CHILDRENS' MONTH CULMINATION CELEBRATION FOODSTUFF for visitors: Rice, fish escabeche, buffalo wings, bam-e, chopsuey, fruits, water and softdrinks	14		
1,110	servings	Foodstuff for children: rice, fried chicken, bam-e, and bottled water			
188	servings	PAG-ASA YOUTH ASSOCIATION OF THE PHILIPPINES (PYAP) Foodstuff: Snacks: Budbod, bibingka, softdrinks	15		

178	servings	DRUG ABUSE PREVENTION ADVOCACY, AWARENESS CAMPAIGN/ FOCUS GROUP DISCUSSION FOODSTUFF: Rice, beefsteak, buttered chicken, buffalo wings, pork menudo, fruits, water, softdrinks	16		
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		Snacks: AM: siopao, softdrinks PM: bodbod softdrinks			
				TOTAL	825,600.00

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:	NOVEMBER 23, 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 the 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 a 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

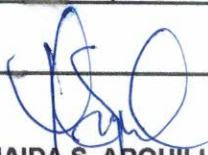


**Other Information: Suppliers/bidders must download the attached documents in the associated component section.*

PURCHASE REQUEST
San Francisco, Cebu

Department: MSWDO		PR No: 22-11-0567	Date: NOV 09 2022
Section: _____		SAI No: _____	Date: _____
		ALOBS No: _____	Date: _____

QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	TOTAL UNIT COST
180	servings	Women's Federation Officer's Monthly Meeting (GAD PROGRAM) Snacks: a. siopao/ empanada & softdrinks	1	50.00	9,000.00
80	servings	Womens Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, bam-e, pork menudo, fruits & softdrinks		200.00	16,000.00
200	servings	VAW DESK OFFICERS MEETINGS Snacks: siopao & softdrinks	2	50.00	10,000.00
57	servings	National/Provincial Program (GAD PROGRAM) FOOD STUFF Menu 1: rice, fried chicken, pork menudo, fish escabeche, fruits, softdrinks & bottled water Snacks: siopao, torta, empanada & softdrinks	3	300.00	17,100.00
348	servings	Advocacy on Family Day Celebration thru Search for Huwarang Pamilya *Foodstuff Menu: rice, fried chicken, fish escabeche, bam-e, fruits & softdrinks Snacks: siopao/burger & softdrinks	4	300.00	104,400.00
150	servings	PWD FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	5	50.00	7,500.00
133	servings	PWD Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks Snacks (am & pm): siopao, bibingka & softdrinks	6	300.00	39,900.00
55	servings	Conduct Awareness and sensitivity of PWDs to Youth without disabilities to prevent bullying FOOD STUFF Menu: rice, fried chicken, bam-e, bola2x, pork menudo, fruits & softdrinks Snacks: (am & pm) siopao, torta, bottled water	7	300.00	16,500.00

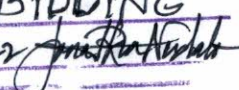
120	servings	SENIOR CITIZEN FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	8	50.00	6,000.00 ✓
300	servings	SENIOR CITIZENS WEEK CELEBRATION FOOD STUFF Menu: rice, fried chicken, bam-e, bola2x, pork menudo, , fruits & softdrinks Snacks: (am & pm) siopao, torta, bottled water	9	300.00	90,000.00 ✓
133	servings	Senior Citizens Year-End Assessment & Strategic Planning Lunch Menu: rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks Snacks (am): siopao & softdrinks	10	300.00	39,900.00 ✓
150	servings	SOLO PARENTS MONTHLY MEETING(GAD) FOODSTUFF: LUNCH: rice, pork menudo, buffalo wings, fish escabeche, fruits, water, softdrinks SNACKS: siopao, puto sikwate, softdrinks	11	300.00	45,000.00 ✓
585	servings	PARENTS EFFECTIVENESS SERVICE SEMINAR (PES)(GAD) FOODSTUFF: Rice, bam-e, pork menudo, fish escabeche, bola-bola, softdrinks, water	12	300.00	175,500.00 ✓
100	servings	MCPC/MIACAT/VAWC Quarterly Meeting (MCPC) LUNCH: Rice, beefsteak, korean barbecue, chopsuey, fish escabeche, fried chicken, humba, fruits, softdrinks, water SNACKS: siopao, empanada, budbod, bibingka, softdrinks	13	300.00	30,000.00 ✓
150	servings	NATIONAL CHILDRENS' MONTH CULMINATION CELEBRATION FOODSTUFF for visitors: Rice, fish escabeche, buffalo wings, bam-e, chopsuey, fruits, water and softdrinks	14	300.00	45,000.00 ✓
1,110	servings	Foodstuff for children: rice, fried chicken, bam-e, and bottled water		100.00	111,000.00 ✓
188	servings	PAG-ASA YOUTH ASSOCIATION OF THE PHILIPPINES (PYAP) Foodstuff: Snacks: Budbod, bibingka, softdrinks	15	50.00	9,400.00 ✓

178	servings	DRUG ABUSE PREVENTION ADVOCACY, AWARENESS CAMPAIGN/ FOCUS GROUP DISCUSSION FOODSTUFF: Rice, beefsteak, buttered chicken, buffalo wings, pork menudo, fruits, water, softdrinks Snacks: AM: siopao, softdrinks PM: bodbod softdrinks	16	300.00	53,400.00
			TOTAL		825,600.00
<div> NAIDA S. ARQUILLANO Municipal Budget Officer</div> <p>Purpose: For MSWD Office Foodstuff (4th Quarter) C.Y 2022</p>					
<div>REQUESTED BY: Signature: Printed Name: Designation</div> <div> MARITER P. GALINDO Municipal Social Welfare & Development Officer</div>			<div>APPROVED BY:</div> <div> ALFREDO A. ARQUILLANO JR. Municipal Mayor</div>		

MUNICIPALITY OF SAN FRANCISCO, CEBU

BPAAC

OK AS TO: BIDDING

Date: 11-09-22 



Audio and visual presentation and composing equipment																	
1	S2161S20-MC-M01	Microphone	1		1	600.00			0	0.00			0	0.00	1.00	600.00	600.00
2	S2161S12-SP-K01	Outdoor Rechargeable Speaker	1		1	30,000.00			0	0.00			0	0.00	1.00	30000.00	30000.00
Lighting and fixtures and accessories																	
1	39112102-LB-B01	LED bulb	pc	3		3	240.00		0	0.00	3		3	240.00		80.00	480.00
Common ICT Equipment																	
1		INK EPSON L565 BLACK	bot.	10		10	5,500.00	5		5	2,750.00		5	2,750.00		550.00	11000.00
2		INK EPSON L565 CYAN	BOT.	5		5	2,750.00	5		5	2,750.00		5	2,750.00		550.00	8250.00
3		INK EPSON L565 YELLOW	BOT.	5		5	2,750.00	5		5	2,750.00		5	2,750.00		550.00	8250.00
4		INK EPSON L565 MAGENTA	BOT.	5		5	2,750.00	5		5	2,750.00		5	2,750.00		550.00	8250.00
Other Categories																	
WOMENS WELFARE PROGRAM																	
		PROVISION OF SKILLS/LIVELIHOOD TRAINING preferably Food Processing Bread Pastry training to members of San Francisco Camotes Cebu Women's Association (SFCWA)															
1		*Foodstuff *Honorarium of Trainers *Tarpaulin *Materials/Equipments *Starter kit															Php 150,000.00
		WOMENS MONTH CELEBRATION															
2		*Tarpaulin & Stage Décor *Sound System Rental *Prizes for Dance Contest *Prizes for Singing Contest *Food stuffs *Tables and Chairs rental															Php 153,500.00
3		WOMENS MONTH CELEBRATION (PROVINCIAL LEVEL) *Room Accomodation for the participants *Transportation of the participants = contestants, federation officers, MSWD Staff, make-up/choreographer, driver) *Fuel for Vehicle *Vehicle Fare for Ferry Boat (Vice versa)															Php 10,000.00
4		WOMENS MONTHLY MEETING *Provision of Financial support for food and transportation of Women Federation Officers and focal person on Women Welfare Program for their Municipal & Provincial Quarterly Meetings, trainings and seminars. *Travel Allowance during Provincial Meeting (Focal Person & Federation President/Officers) *Snacks during Local Monthly Meeting *Travelling Allowance during local monthly meetings *Meal and snack during Year-End and Strategic Planning															Php 90,000.00
5		VAWC Desk Officers MEETINGS *Travel Allowance *Foodstuff															Php 48,000.00

Audio and visual presentation and composing equipment																						
1	SZ161S20-MC-M01	Microphone		1		1	600.00			0	0.00			0	0.00			0	0.00	1.00	600.00	600.00
2	SZ161S12-SP-K01	Outdoor Rechargeable Speaker		1		1	30,000.00			0	0.00			0	0.00			0	0.00	1.00	30000.00	30000.00
Lighting and fixtures and accessories																						
1	39112102-LB-B01	LED Bulb	pc	3		3	240.00			0	0.00	3		3	240.00			0	0.00	6.00	80.00	480.00
Common ICT Equipment																						
1		INK EPSON L565 BLACK	bct.	10		10	5,500.00	5		5	2,750.00			5	2,750.00			0	0.00	20.00	550.00	11000.00
2		INK EPSON L565 CYAN	BOT.	5		5	2,750.00	5		5	2,750.00			5	2,750.00			0	0.00	15.00	550.00	8250.00
3		INK EPSON L565 YELLOW	BOT.	5		5	2,750.00	5		5	2,750.00			5	2,750.00			0	0.00	15.00	550.00	8250.00
4		INK EPSON L565 MAGENTA	BOT.	5		5	2,750.00	5		5	2,750.00			5	2,750.00			0	0.00	15.00	550.00	8250.00
Other Categories																						
		WOMENS WELFARE PROGRAM																				
		PROVISION OF SKILLS/LIVELIHOOD TRAINING preferably Food Processing Bread Pastry training to members of San Francisco Camotes Cebu Women's Association (SFCOWA)																				
1		*Foodstuff *Honorarium of Trainers *Tarpaulin *Materials/Equipments *Starter kit																			Php 150,000.00	
		WOMENS MONTH CELEBRATION																				
2		*Tarpaulin & Stage Décor *Sound System Rental *Prizes for Dance Contest *Prizes for Singing Contest *Food stuffs *Tables and Chairs rental																			Php 153,500.00	
		WOMENS MONTH CELEBRATION (PROVINCIAL LEVEL)																				
3		*Room Accomodation for the participants *Transportation of the participants = contestants, federation officers, MSWD Staff, make-up/choreographer, driver) *Fuel for Vehicle *Vehicle Fare for Ferry Boat (vice versa)																			Php 10,000.00	
		WOMENS MONTHLY MEETING																				
4		*Provision of Financial support for food and transportation of Women Federation Officers and focal person on Women Welfare Program for their Municipal & Provincial Quarterly Meetings, trainings and seminars. *Travel Allowance during Provincial Meeting (Focal Person & Federation President/Officers) *Snacks during Local Monthly Meeting *Travelling Allowance during local monthly meetings *Meal and snack during Year-End and Strategic Planning																			Php 90,000.00	

[illegible]

[illegible]

[illegible]

*Agency must put the monthly requirement for all tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


MARITER P. GALINDO
Property/Supplier Officer

Date Prepared: January 7, 2022

Certified Funds Available / Certified Appropriate Funds Available:


JEN PEARL B. CAEBUCOS / NAIDA S. ARQUILLANO
Accountant / Local Budget Officer

Approved by:


ALFREDO A. ARQUILLANO JR.
Head of Office/Agency

*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


MARITER P. GALINDO
Property/Supplier Officer

Date Prepared: January 7, 2022

Certified Funds Available / Certified Appropriate Funds Available:

JEN PEARL B. CAEUCOS / NAIDA S. ARQUILLANO
Accountant / Local Budget Officer

Approved by:


ALFREDO A. ARQUILLANO JR.
Head of Office/Agency



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9221785
Procuring Entity MUNICIPALITY OF SAN FRANCISCO, CEBU
Title INVITATION TO BID FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE MSWDO MEETINGS AND PROGRAMS.
Area of Delivery Cebu

Solicitation Number:	248-2022	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	12/11/2022
Approved Budget for the Contract:	PHP 825,600.00	Last Updated / Time	12/11/2022 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	23/11/2022 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 FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE MSWDO MEETINGS AND PROGRAMS.

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 November 23, 2022, at 2:00 P.M. in the BAC 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 November 23, 2022, at 2:00 P.M. in three (3) 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 November 23, 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.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. 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, or 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 every day of delay until such goods are finally delivered and accepted. Such an 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, quotations, and remarks on the bid shall ipso facto be constituted a part and parcel of the contract or Purchase Order for supplies.

Very truly yours,

ENGR. RICHARD V. MANINGO
Chairperson

Advertisement No.: 248-2022 To Be Opened On: 11/23/2022
Reference No.: Opening of Bids Time: 2:00 PM
ALOB No.: Purchase Request No.: 22-10-0565
Date: Purchase Request Date: 11/9/2022

Allocated Budget for the Contract (ABC) Php 825,600.00
Source of Funds:

PURPOSE:
INVITATION TO BID FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE MSWDO MEETINGS AND PROGRAMS.

QUANTITY	UNIT	OF ITEM	DESCRIPTION	STOCK	ESTIMATED	TOTAL UNIT
ISSUE NO.	UNIT	COST	COST			
180	servings	Women's Federation Officer's Monthly Meeting (GAD PROGRAM)	Snacks: a. siopao/ empanada & soft drinks	1		
80	servings	Women's Year-End Assessment & Strategic Planning Lunch Menu:	rice, fried chicken, bam-e, pork menudo, fruits & soft drinks			
200	servings	VAW DESK OFFICERS MEETINGS Snacks:	siopao & soft drinks	2		
57	servings	National/Provincial Program (GAD PROGRAM) FOOD STUFF Menu 1:	rice, fried chicken, pork menudo, fish escabeche, fruits, softdrinks & bottled water	Snacks: siopao, torta, empanada & softsinks	3	
348	servings	Advocacy on Family Day Celebration thru Search for Huwarang Pamilya *Foodstuff Menu:	rice, fried chicken, fish escabeche, bam-e, fruits & softdrinks	Snacks: siopao/burger & softdrinks	4	
150	servings	PWD FEDERATION OFFICER'S MEETING Snacks:	siopao, torta, empanada & softdrinks	5		
133	servings	PWD Year-End Assessment & Strategic Planning Lunch Menu:	rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks	Snacks (am & pm): siopao, bibingka & softdrinks	6	
55	servings	Conduct Awareness and sensitivity of PWDs to Youth without disabilities to prevent bullying FOOD STUFF Menu:	rice, fried chicken, bam-e, bola2x, pork menudo, fruits & softdrinks	Snacks: (am & pm) siopao, torta, bottled water	7	
120	servings	SENIOR CITIZEN FEDERATION OFFICER'S MEETING Snacks:	siopao, torta, empanada & softdrinks	8		
300	servings	SENIOR CITIZENS WEEK CELEBRATION FOOD STUFF Menu:	rice, fried chicken, bam-e, bola2x, pork menudo, , fruits & softdrinks	Snacks: (am & pm) siopao, torta, bottled water	9	
133	servings	Senior Citizens Year-End Assessment & Strategic Planning Lunch Menu:	rice, fried chicken, pork lechon, bam-e, fish escabeche, chopsuey, beefsteak, fruits & softdrinks	Snacks (am): siopao & softdrinks	10	
150	servings	SOLO PARENTS MONTHLY MEETING(GAD) FOODSTUFF: LUNCH:	rice, pork menudo, buffalo wings, fish escabeche, fruits, water, softdrinks	11		
		SNACKS:	siopao, puto sikwate, softdrinks			
585	servings	PARENTS EFFECTIVENESS SERVICE SEMINAR (PES)(GAD) FOODSTUFF:	Rice, bam-e, pork menudo, fish escabeche, bola-bola, softdrinks, water	12		
100	servings	MCPC/MIACAT/VAWC Quarterly Meeting (MCPC) LUNCH:	Rice, beefsteak, korean barbecue, chopsuey, fish escabeche, fried chicken, humba, fruits, softdrinks, water	SNACKS: siopao, empanada, budbod, bibingka, softdrinks	13	
150	servings	NATIONAL CHILDRENS' MONTH CULMINATION CELEBRATION FOODSTUFF for visitors:	Rice, fish escabeche, buffalo wings, bam-e, chopsuey, fruits, water and softdrinks	14		
1,110	servings	Foodstuff for children:	rice, fried chicken, bam-e, and bottled water			
188	servings	PAG-ASA YOUTH ASSOCIATION OF THE PHILIPPINES (PYAP) Foodstuff:	Snacks: Budbod, bibingka, softdrinks	15		
178	servings	DRUG ABUSE PREVENTION ADVOCACY, AWARENESS CAMPAIGN/ FOCUS GROUP DISCUSSION FOODSTUFF:	Rice, beefsteak, buttered chicken, buffalo wings, pork menudo, fruits, water, softdrinks	16		
		Snacks: AM:	siopao, softdrinks	PM: bodbod softdrinks		
		TOTAL	825,600.00			

- 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: NOVEMBER 23, 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 the 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 a 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.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	FOOD STUFF	INVITATION TO BID FOR THE PROCUREMENT OF FOODSTUFF AS MEALS AND SNACKS USED FOR THE MSWDO MEETINGS AND PROGRAMS.	1	Lot	825,600.00

Other Information

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

Created by Zenaida M Formentera

Date Created 11/11/2022

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