



Republic of the Philippines  
Province of Cebu  
Municipality of San Francisco

**BIDS AND AWARDS COMMITTEE**  
San Francisco, Cebu

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**INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID FOR THE PROCUREMENT OF THE COMMUNICATION CARDS USED FOR DIFFERENT OFFICES/DEPARTMENTS FOR THE 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER OF 2023.**

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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 **February 8, 2023, 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 **February 8, 2023, 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 **February 8, 2023, at 2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided this is done before the deadline for submitting and receiving 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. However, all bids received on time will 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 V. MANINGO**  
Chairperson



Advertisement No.:	008-2023	To Be Opened On:	8/2/2023
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBS No.:		Purchase Request No.:	23-01-015
Date:		Purchase Request Date:	18/1/2023

Allocated Budget for the Contract (ABC) Php	259,290.00
Source of Funds:	

PURPOSE:

PROCUREMENT OF THE COMMUNICATION CARDS USED FOR DIFFERENT OFFICES/DEPARTMENTS FOR THE 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTERS 2023.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	COMMUNICATION CARDS (TM, TNT, GLOBE, SUN, SMART)	PCS	774		
		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 2023 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:	FEBRUARY 8, 2023	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.*



## LGU

Section: GSO

SAI No.

AL OBS No.

Date:

Date:

Date:

JAN 18 2023

OK AS TO APPROPRIATION:

Total Amount P	259,290.00
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**NAIDA S. ARQUILLANO**  
Mun. Budget Officer

PURPOSE: used for different offices/department of LGU San Francisco for the 1st & 2nd quarter 2023 *ok*

**REQUESTED BY:**

**APPROVED BY:**

Signature: \_\_\_\_\_

Printed Name:

Designation:

DAVE JUNNEL A. TAMPUS

GSO

ALFREDO A. ARQUILLANO JR.

Municipal Mayor

# COMMUNICATION CARD

1ST AND 2ND QUARTER 2023

	OFFICE	QTY	UNIT		UNIT COST	TOTAL COST
1	MPDO	18	PCS	X	335.00	6,030.00
2	MPOC	26	PCS	X	335.00	8,710.00
3	MSWDO	18	PCS	X	335.00	6,030.00
4	PESO/Tourism	18	PCS	X	335.00	6,030.00
5	RHU	16	PCS	X	335.00	5,360.00
6	MTO	18	PCS	X	335.00	6,030.00
7	MBO	18	PCS	X	335.00	6,030.00
8	MCR	18	PCS	X	335.00	6,030.00
9	MO	90	PCS	X	335.00	30,150.00
10	BAC	90	PCS	X	335.00	30,150.00
11	MARKET	18	PCS	X	335.00	6,030.00
12	SB	330	PCS	X	335.00	110,550.00
13	MAO	18	PCS	X	335.00	6,030.00
14	MENRO	18	PCS	X	335.00	6,030.00
15	MEO	18	PCS	X	335.00	6,030.00
16	OBO	18	PCS	X	335.00	6,030.00
17	DRRO	<u>24</u>	PCS	X	335.00	<u>8,040.00</u>
		774	PCS			259,290.00