



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 THE MEALS
AND SNACKS USED FOR FOODSTUFF OF MSWD OFFICE, 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 **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.:	011-2023	To Be Opened On:	8/2/2023
Reference No.:		Opening of Bids Time:	2:00 PM
ALOB No.:		Purchase Request No.:	23-01-031
Date:		Purchase Request Date:	25/1/2023

Allocated Budget for the Contract (ABC) Php	798,100.00
Source of Funds:	

PURPOSE:

PROCUREMENT OF THE MEALS AND SNACKS USED FOR FOODSTUFF OF MSWD OFFICE, SAN FRANCISCO, CEBU.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	WOMEN’S MONTH CELEBRATION (GAD PROGRAM) MENU: RICE, BOLA-BOLA, PORK MENUDO, FISH ESCABECHE/FRIED CHICKEN, FRUITS, SOFT DRINKS SNACKS: SIOPAO/BURGER & SOFT DRINKS/BOTTLED WATER	SERVING	500		
2	WFO MONTHLY MEETING SNACKS: A.SIOPAO, SOFT DRINKS; B. TORTA, EMPANADA & SOF DRINKS; C.PUTTO MAYA & SIKWATE	SERVING	420		
3	VAW DESK OFFICERS MEETING- SNACKS: SIOPAO, SOFTT DRINKS/ TORA, SOFTT DRINKS	SERVING	100		
4	NAT’L/PROVINCIAL PROGRAM MENU: RICE, FRIED CHICKEN, CHOPSOY, FISH ESCABECHE, FRUITS, SOFT DRINKS, BOTTLED WATER SNACKS: SIOPAO, TORTA, EMPANADA, BURGER & SOFT DRINKS	SERVING	500		
5	ORIENTATION ON VARIOUS LAWS ON WOMEN AND CHILDREN PROTECTION LAWS TTO BCPC, MCPC, BIACAT, AND MIACAT – MENU: RICE, FRIED CHICKEN, FISCH ESCABECHE, BAM-E, FRUITTS, SOFTT DRINKS SNACKS: SIOPAO/BURGER, SOFT DRINKS	SERVING	520		
6	PWD FO MEETING – SNACKS: SIOPAO, TORA, EMPANADA & SOFT DRINKS	SERVING	140		
7	SCFO MEETING – SNACKS: TORTA, EMPANADA, & SOFT DRINKS	SERVING	140		
8	PES PROGRAM – MENU: RICE, BAM-E, PORK MENUDO, FISH ESCABECHE, BOLA2X, FRUITS, SOFTT DRINKS, B.WATER SNACKS AM & PM: SIOPAO, BUDBUD, BURGER & SOFDRINKS	SERVING	500		
9	SOLO PARENT MONTHLY MEETING – MENU: RICE, BEEF SEAK/FRIED CHICKEN, BAM-E, FISH ESCABECHE, FRUIS & SOFT DRINKS	SERVING	100		
	SOLO PARENT MONTHLY MEETING – SNACKS: SIOPAO, SOFTT DRINKS	SERVING	200		
10	PYAP, MYFO MEETING – SNACKS: SIOPAO, SOF DRINKS	SERVING	300		
11	MCPC/LCAT-VAWC MEETING – MENU: RICE, BEEF STEAK, BAM-E, S&S FISH, BOLA-BOLA, B.WAER, FRUITS & SOFT DRINKS SNACKS: EMPANADA, SOF DRINKS/ BIBINGKA, SOFT DRINKS	SERVING	120		
12	YOUTH WELFARE PROGRAM – DAPAC & FGD - SNACKS: SIOPAO, SOFTT DRINKS	SERVING	171		
13	SEARCH FOR CFMM&E – MENU: RICE, BAM-E, FISH ESCABECHE, PORK MENUDO, FRUIS & SOFT DRINKS SNACKS: PUTO, SIKWATE/ BIBINGKA, SOFT DRINKS	SERVING	66		
		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.

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.

CERTIFICATION:

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

(Name of Company)

(Signature of Bidder/Representative over printed name)

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

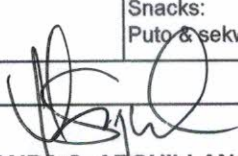
**Other Information: Suppliers/bidders must download the attached documents in the associated component section.*

011 - 943 3558
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PURCHASE REQUEST San Francisco, Cebu					
Department: MSWDO		PR No: 23-01-031		Date: JAN 25 2023	
Section:		SAI No:		Date:	
		ALOBS No:		Date:	
QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	TOTAL UNIT COST
500	servings	WOMEN'S MONTH CELEBRATION (GAD PROGRAM) FOOD STUFF Menu: rice, bola2x, pork menudo, fish escabeche/fried chicken, fruits, softdrinks & softdrinks Snacks: siopao/burger & softdrinks/bottled water	1	300.00	150,000.00
420	servings	Women's Federation Officer's Monthly Meeting (GAD PROGRAM) Snacks: a. siopao & softdrinks b. torta, empanada & softdrinks puto maya & sekwater	2	50.00	21,000.00
100	servings	VAW DESK OFFICERS MEETINGS Snacks: siopao & softdrinks/ torta & softdrinks	3	50.00	5,000.00
500	servings	National/Provincial Program (GAD PROGRAM) FOOD STUFF Menu 1: rice, fried chicken, chopsuey, fish escabeche, fruits, softdrinks & bottled water Menu 2: rice, beefsteak, pork menudo, fruits, softdrinks/bottled water Snacks: siopao, torta, empanada, burger & softdrinks	4	300.00	150,000.00
520	servings	Orientation of various laws on women and children protection laws to BCPC, MCPC, BIACAT and MIACAT *Foodstuff Menu: rice, fried chicken, fish escabeche, bam-e, fruits & softdrinks Snacks: siopao/burger & softdrinks	5	300.00	156,000.00
140	servings	PWD FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	6	50.00	7,000.00

Handwritten signature

140	servings	SENIOR CITIZEN FEDERATION OFFICER'S MEETING Snacks: siopao, torta, empanada & softdrinks	7	50.00	7,000.00
500	servings	Parent Effectiveness Seminar (PES) (GAD PROGRAM) Food stuff Menu: rice, bam-e, pork menudo, fish escabeche, bola2x, fruits, softdrinks & bottled water Snacks: (am & pm) siopao, budbod, burger & softdrinks	8	300.00	150,000.00
100	serving	SOLO PARENTS MONTHLY MEETINGS (GAD PROGRAM) Menu: Rice, beefsteak/fried chicken, bam-e, fish escabeche, fruits & softdrinks Snacks: Siopao and softdrinks	9	200.00	20,000.00
200	serving			50.00	10,000.00
300	serving	(PYAP) MUN. YOUTH FED. OFFICERS MEETING Snacks: siopao and softdrinks	10	50.00	15,000.00
120	serving	MCPC/LCAT-VAWC Meeting (MCPC) Menu: Rice, beefsteak, bam-e, fish (sweet & sour), bola2x, bottled water, fruits and softdrinks Snacks: a. Empanada & softdrinks b. Bibingka & softdrinks	11	300.00	36,000.00
171	serving	YOUTH WELFARE PROGRAM Drug Abuse Prevention Awareness Campaigne & Focus Group Discussion (FGD) Snacks: siopao and softdrinks	12	300.00	51,300.00
66	serving	Search for Child Friendly Municipality Monitoring & Evaluation Menu: rice, bam-e, fish escabeche, pork menudo, fruits and softdrinks Snacks: Puto & sekwater/ bibingka & softdrinks	13	300.00	19,800.00
				TOTAL	798,100.00


NAIDA S. ARQUILLANO
Municipal Budget Officer

Purpose: For MSWD Office Foodstuff (1st and 2nd Quarter) C.Y 2023 *oc*

REQUESTED BY:		APPROVED BY:
Signature:		
Printed Name:	MARITER P. GALINDO	ALFREDO A. ARQUILLANO JR.
Designation:	Municipal Social Welfare & Development Officer	Municipal Mayor

