



Republic of the Philippines  
Province of Cebu  
Municipality of San Francisco  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**  
San Francisco, Cebu

## INVITATION TO BID

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### INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS USED DURING PASIGARBO SA SUGBO 2024.

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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 **August 07, 2024, 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 07, 2024, 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 **August 07, 2024, 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.:	<b>212-2024</b>	To Be Opened On:	<b>AUGUST 07, 2024</b>
Reference No.:		Opening of Bids Time:	<b>2:00 PM</b>
ALOB No.:		Purchase Request No.:	<b>24-07-393</b>
Date:		Purchase Request Date:	<b>JULY 24, 2024</b>

Allocated Budget for the Contract (ABC) Php	<b>1,413,750.00</b>
Source of Funds:	<b>FA FROM GOVERNOR GWENDOLYN GARCIA</b>

**PURPOSE:**

**INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS USED DURING PASIGARBO SA SUGBO 2024.**

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	MEALS AND SNACKS MENU MAINLAND MEALS MENU: #1 – Rice, Pork Steak, Bam-E, Fried Chicken, Chopsuey, Softdrinks #2 – Rice, Hotdog, Longganiza, Boiled Egg, Fried Dry Fish, Coffee #3 – Rice, Pork Humba, Chicken Curry, Lumpia Shanghai, Bam-E, Softdrinks #4 – Rice, Ham, Boiled Egg, Skinless, Bam-E, Coffee #5 – Rice, Chicken Guisado, Bam-E, Pork Menudo, Chopsuey, Softdrinks #6 – Rice, Scrambled Egg, Pork Tocino, Hotdog, Spaghetti, Coffee SNACKS MENU: #1 – Bread, Softdrinks #2 – Sandwich Tuna, Softdrinks #3 – Torta, Softdrinks #4 – Burger, Softdrinks	Servings	1,625		
	<b>TOTAL</b>				

**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 **2024 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:	<b>AUGUST 07, 2024</b>	Time:	<b>2:00 PM</b>

## 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. A 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.

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**PURCHASE REQUEST**

**San Francisco, Cebu**

**LGU**

Department: <b>MAYORS OFFICE</b>	PR No. <u>24-07-393</u>	Date: <b>JUL 24 2024</b>
Section: _____	SAI No. _____	Date: _____
	ALOBS No. _____	Date: _____

UNIT	QTY	ITEM DESCRIPTION	STOCK	ESTIMATED	ESTIMATED
PCS	320	CUSTOMIZED T SHIRT DESIGN DRY FIT		250.00	80,000.00
PACKAGE	1	CAROSA AND AUDIO VAN /FLOAT DESIGN WITH FRESH FLOWERS, SOUND SYSTEM WITH GENSET		140,000.00	140,000.00
					0.00
SERVING	1,625	MEAL AND SNACKS MENU MAINLAND MEALS MENU		870.00	1,413,750.00
		# 1 - RICE, PORK STEAK , BAM-E, FRIED CHICKEN , CHOPSUEY, SOFTDRINKS			
		# 2 - RICE, HOTDOG, LONGGANIZA, BOILED EGG, FRIED DRY FISH, COFFEE			
		# 3 = RICE, PORK HUMBA, CHICKEN CURRY, LUMPIA SHANGHAI, BAM-E, SOFTDRINKS			
		# 4 = RICE, HAM, BOILED EGG, SKINLESS BAM-E, COFFEE			
		# 5 = RICE, CHICKEN GUISADO, BAM-E, PORK MENUDO, CHOPSUEY, SOFTDRINKS			
		# 6 = RICE, SCRAMBLE EGG, PORK TOCINO HOTDOG, SPAGHETTE, COFFEE			
		SNACKS MENU			
		# 1= BREAD AND SOFTDRINKS			
		# 2=SANDWICH TUNA , SOFTDRINKS			
		# 3= TORTA, SOFTDRINKS			
		# 4= BURGER , SOFTDRINKS			
				<b>Total Amount P</b>	<b>1,633,750.00</b>

**OK AS TO FUND:**

**JEN PEARL SABUCOS**  
MUNICIPAL ACCOUNTANT

MUNICIPALITY OF SAN FRANCISCO, CEBU

BPASAEIC

OK AS TO: BIDDING

Date: 07-24-24

**PURPOSE:** USED DURING PASIGARBO SA SUGBO 2024  
FA FROM GOVERNOR GWENDOLYN GARCIA

Signature:	 <b>JEN PEARL SABUCOS</b> MUNICIPAL ACCOUNTANT / CHAIRMAN ON PASIGARBO SA SUGBO 2024	APPROVED BY:
Printed Name:		 <b>ALFREDO A. ARQUILLANO JR.</b> MUNICIPAL MAYOR
Designation:		



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11090483  
**Procuring Entity** MUNICIPALITY OF SAN FRANCISCO, CEBU  
**Title** INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS USED DURING PASIGARBO SA SUGBO 2024  
**Area of Delivery** Cebu

<b>Solicitation Number:</b> 212-2024	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Catering Services	<b>Date Published</b>	29/07/2024
<b>Approved Budget for the Contract:</b> PHP 1,413,750.00	<b>Last Updated / Time</b>	29/07/2024 00:00 AM
<b>Delivery Period:</b> 7 Day/s	<b>Closing Date / Time</b>	07/08/2024 14:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		

#### Description

1  
 MEALS AND SNACKS MENU MAINLAND  
 MEALS MENU:  
 #1 - Rice, Pork Steak, Bam-E, Fried Chicken, Chopsuey, Softdrinks  
 #2 - Rice, Hotdog, Longganiza, Boiled Egg, Fried Dry Fish, Coffee  
 #3 - Rice, Pork Humba, Chicken Curry, Lumpia Shanghai, Bam-E, Softdrinks  
 #4 - Rice, Ham, Boiled Egg, Skinless, Bam-E, Coffee  
 #5 - Rice, Chicken Guisado, Bam-E, Pork Menudo, Chopsuey, Softdrinks  
 #6 - Rice, Scrambled Egg, Pork Tocino, Hotdog, Spaghetti, Coffee  
 SNACKS MENU:  
 #1 - Bread, Softdrinks  
 #2 - Sandwich Tuna, Softdrinks  
 #3 - Torta, Softdrinks  
 #4 - Burger, Softdrinks  
 Servings 1,625

#### Other Information

Supplier/Bidders must download the attached documents in the associated component section.

**Created by** Zenaida M Formentera  
**Date Created** 26/07/2024

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.

**FDP FORM 4A-Supplemental Procurement Plan**  
**SUPPLEMENTAL PROCUREMENT PLAN**  
**FOR THE 3RD\_Quarter                                  CY 2024**

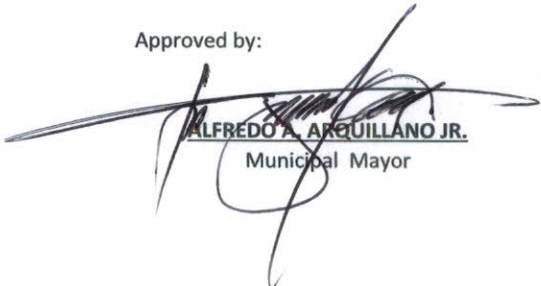
Province , City or Municipality: San Francisco,Cebu

Plan Control NO: \_\_\_\_\_ Planned Amount: **1,633,750.00**  
 Department /Office: **MAYOR ' S OFFICE** Regular Contingency Total

Item No.	Description	UNIT COST	QTY	Total Cost	Distribution 3RD Quarter	
					Qty.	Amount
1	CUSTOMIZED T SHIRT DESIGN DRY FIT	250.00	320	80,000.00		
2	CAROSA AND AUDIO VAN /FLOAT DESIGN WITH FRESH FLOWERS, SOUND SYSTEM WITH GENSET	140,000.00	1	140,000.00		
3	MEAL AND SNACKS MENU MAINLAND MEALS MENU # 1 - RICE, PORK STEAK , BAM-E, FRIED CHICKEN , CHOPSUEY, SOFTDRINKS # 2 - RICE, HOTDOG, LONGGANIZA, BOILED EGG, FRIED DRY FISH, COFFEE # 3 = RICE, PORK HUMBA, CHICKEN CURRY, LUMPIA SHANGHAI, BAM-E, SOFTDRINKS # 4 = RICE, HAM, BOILED EGG, SKINLESS BAM-E, COFFEE # 5 = RICE, CHICKEN GUISADO, BAM-E, PORK MENUDO, CHOPSUEY, SOFTDRINKS # 6 = RICE,SCRAMBLE EGG, PORK TOCINO HOTDOG, SPAGHETTE, COFFEE SNACKS MENU # 1= BREAD AND SOFTDRINKS # 2=SANDWICH TUNA , SOFDTRINKS # 3= TORTA, SOFTDRINKS # 4= BURGER , SOFTDRINKS	870.00	1,625	1,413,750.00		
	<b>TOTAL</b>			<b>1,633,750.00</b>		<b>1,633,750.00</b>

Prepared By:   
OLIVE TESORO  
 BAC SECRETARIAT 

RECOMMENDING APPROVAL  
  
RICHARD V. MUNGO  
 MUNICIPAL ASSESSOR / BAC CHAIRMAN

Approved by:  
  
ALFREDO A. ARQUILLANO JR.  
 Municipal Mayor