



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

INVITATION TO BID

INVITATION TO SUBMIT PROPOSALS FOR INVITATION TO BID FOR THE PROCUREMENT OF SUPPLIES FOR THE ECCD LEARNING MATERIALS.

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 **JANUARY 30, 2025**, 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 **JANUARY 30, 2025, 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 **JANUARY 30, 2025** deadline, 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 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 constitute a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS
AT THE BACK

Very truly yours,


JOSEPH L. ARQUILLANO
Vice-Chairperson

Advertisement No.:	025-2025	To Be Opened On:	JANUARY 30, 2025
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBS No.:		Purchase Request No.:	25-01-022
Date:		Purchase Request Date:	JANUARY 15, 2025
Allocated Budget for the Contract (ABC) Php		486,000.00	
Source of Funds:			

PURPOSE:

INVITATION TO BID FOR THE PROCUREMENT OF SUPPLIES FOR THE ECCD LEARNING MATERIALS.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	ECCD Learning Materials ABC My Practice Book Writing Revised Edition By: Matoto Gamad	Pcs	1,800		
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 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 2025 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:	JANUARY 30, 2025	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.*



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11673179
Procuring Entity MUNICIPALITY OF SAN FRANCISCO, CEBU
Title INVITATION TO BID FOR THE PROCUREMENT OF SUPPLIES FOR THE ECCD LEARNING MATERIALS
Area of Delivery Cebu

Solicitation Number: 025-2025	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	1
Category: Books, Maps and Other Publications	Date Published	18/01/2025
Approved Budget for the Contract: PHP 486,000.00	Last Updated / Time	18/01/2025 00:00 AM
Delivery Period: 7 Day/s	Closing Date / Time	30/01/2025 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 sanfrancarnotes@yahoo.com.ph		

Description
 1 ECCD Learning Materials
 ABC My Practice Book Writing
 Revised Edition By: Matoto Gamad Pcs 1,800
Other Information
 Supplier/Bidders must download the attached documents in the associated component section.

Created by Zenaida M Formentera
Date Created 17/01/2025

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.

PURCHASE REQUEST

San Francisco, Cebu

LGU

JAN 15 2025

Departme MSWD
Section: _____

PR No.: 25-01-022 Date: _____
SAI No.: _____ Date: _____
ALOB No. _____ Date: _____

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Total Cost
1800	pcs	ECCD learning materials ABC My Practice Book Writing Revised Edition By: Matoto Gamad		Php 270.00	Php 486,000.00
				Total	Php 486,000.00

OK as to Budget:




NAIDA S. ARQUILLANO
Municipal Budget Officer

MUNICIPALITY OF SAN FRANCISCO, CEBU

BAAEC


OK AS TO: BIDDING
Date: 01-11-25

Purpose: For ECCD Learning Materials.


MARITER P. GALINDO
Printed Name & Signature
Mun. Social Welfare and Development Officer
Designation

Approved by:

ALFREDO A. ARQUILLANO JR.
Printed Name & Signature
Municipal Mayor
By Authority of the Mayor:
Designation


EDGARDO S. BALINGO
Private Secretary II

APP-CSE 2025 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/ID: PERSON:
 AGENCY NAME: NATION:
 ORGANIZATION: EMAIL:
 REGION: NUMBER:
 ADDRESS:

INTRODUCTION:

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalog but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

REMARKS:

- The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded at the PS-DBM website (www.psp-phils.gov.ph).
- All information must be provided accurately.
- To fill-out, find the item in the "List of Items - 1 tab of file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" tab from CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows to open for editing. You can insert additional rows after the first 100 if necessary.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://forms.gle/3t3t3t3t3t3t3t3t>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0915-2824435 (Smart) or 0902-8281199 (Smart), or email adp@psdbm.gov.ph, or visit the PS-DBM website (www.psp-phils.gov.ph) for the guide on how to fill-out the APP-CSE.
- The APP-CSE for FY 2025 must be resubmitted on or before July 31, 2024.

No.	UNSPSC	Item Description	Quantity (Unit: Stock, Container or Specification of the Item, such as: Volume, Size, etc.)	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year				
				Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount				Oct	Nov	Dec	Q4 amount
1	-	BOND PAPER, A4	ream	20	0	0	0	20	0.00	20	0	0	20	0.00	20	0	0	20	0.00	80	280.00	22,400.00
2	-	BOND PAPER, Short	ream	15	0	0	0	15	0.00	15	0	0	15	0.00	20	0	0	10	0.00	60	280.00	16,800.00
3	-	BOND PAPER, LEGAL	ream	10	0	0	0	10	0.00	10	0	0	10	0.00	15	0	0	10	0.00	45	290.00	13,050.00
4	-	INK, 664 yellow	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
5	-	INK,664 magenta	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
6	-	INK,664 cyan	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
7	-	INK, 664 black	bottle	20	0	0	0	20	0.00	5	0	0	20	0.00	20	0	0	5	0.00	50	480.00	24,000.00
8	-	INK, 003 yellow	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
9	-	INK, 003 magenta	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
10	-	INK, 003 cyan	bottle	15	0	0	0	15	0.00	0	0	0	15	0.00	15	0	0	0	0.00	30	480.00	14,400.00
11	-	INK, 003 black	bottle	20	0	0	0	20	0.00	5	0	0	20	0.00	20	0	1	6	0.00	51	480.00	24,480.00
12	-	BOARD PAPER (Work Volume) long	ream	20	0	0	0	20	0.00	10	0	0	10	0.00	10	0	0	5	0.00	45	120.00	5,400.00
13	-	FOLDER, short	piece	25	0	0	0	25	0.00	0	0	0	25	0.00	25	0	0	0	0.00	50	12.00	600.00
14	-	FOLDER, legal	piece	25	0	0	0	25	0.00	0	0	0	25	0.00	25	0	0	0	0.00	50	15.00	750.00
15	-	BALLPEN, (my-gel) black	piece	10	0	0	0	10	0.00	0	0	0	10	0.00	10	0	0	0	0.00	20	35.00	700.00

OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

