

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 <u>JANUARY 30, 2025</u>, at <u>2:00 P.M.</u> in three (3) separate sealed envelopes, the first containing the technical component of the bid <u>with the expression of interest</u> 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,

Chairperson

| Advertisement No.: | 025-2025 | To Be Opened On: | JANUARY 30, 2025 |
|--------------------|----------|------------------------|------------------|
| Reference No.: | | Opening of Bids Time: | 2:00 PM |
| ALOBS Na.: | | 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 | | | |

- "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.
- 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.
- 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.

| 14.60 | | | 2.4 | | | 151.0 | |
|-------|----|---|-----|----|---|-------|-----|
| (N | am | e | 01 | Co | m | par | tv) |

(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:

| 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.

Class "A" Documents

A. Legal Documents

- SEC Registration Certificate or DTI Business Name Registration
- Articles of Incorporation
- Valid and Current Business Permit

- 4. Taxpayer's Identification Number and VAT Registration
- Statement that the prospective bidder is not "blacklisted" or barred from bidding by the government or any agency
- List of Clients
- Company Profile
- 8. Income Tax Return for the preceding calendar year
- 9. Authority of Company Representative

B. Technical Documents

- 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
- 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

- 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
- 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

- Valid joint venture agreement, in case of a joint venture
- 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 ELIG BILITY 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

Contents of the First Envelope (Technical Proposal)

- Expression of Interest
- 1. Bid Security
- 2. Authority of the Signatory
- 3. Production/Delivery Schedule
- Manpower requirements
- After-sales less service, if applicable
- Technical Specifications

Contents of the Second Envelope (Financial Proposal)

- Bid prices in the prescribed Bid form; and
- 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

Associated Components

Status

MATERIALS

Area of Delivery

Cebu

Solicitation Number: 02

025-2025

Trade Agreement:

Implementing Rules and

Regulations

Procurement Mode:

Public Bidding

Classification:

Goods

Category:

Books, Maps and Other

Publications

Approved Budget for

the Contract:

PHP 486,000.00

Delivery Period:

7 Day/s

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

| Bid Supplements | -0 |
|-----------------------|---------------------|
| Document Request List | 1 |
| Date Published | 18/01/2025 |
| Last Updated / Time | 18/01/2025 00:00 AM |
| Closing Date / Time | 30/01/2025 14:00 PM |
| | |

Active

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.

025 **PURCHASE REQUEST** San Francisco, Cebu JAN 15 2025 LGU PR No .: 25-9-022 Date: Departme MSWD SAI No .: Date: Section: ALOBS No. Date: Unit of Stock Estimated Estimated Quantity Item Description Issue No. Unit Cost Total Cost 1800 ECCD learning materials pcs Php 270.00 Php 486,000.00 ABC My Practice Book Writing Revised Edition By: Matoto Gamad MUNICIPALITY OF SAN FRANCISCO.CFBU

OK as to Budget:

NAIDA'S. ARQUILLANO Municipal Budget Officer

Php 486,000.00

OKASTO BIDDIA

Date O.N.2

Purpose: For ECCD Learning Materials.

Approved by:

MARITER P. GALINDO

Printed Name & Signature

Mun. Social Welfare and Development Officer

Designation

ALFREDO A. ARQUILLANO JR.

Total

Printed Name & Signature

Municipal Mayor by Authority of the Marton Designation

EDGARDOS CANINGO Private Secretary II

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

| AGENCY NAME: MSVDO NATION: REMINDERS: 1. The APP-CSE 2029 Form - Other Them select be accomplished using Eucli-ONLY. The form used in other than the prescribed forwart which can be deventeded in the PS-E 2. All information must be provided accurately. REGION: VII NUMBER: 1. To bit of the form I to bot the flow in the "List of Izems - 1" to bot the described, right elect them PASTE AS VALUES in the described, right elect them PASTE AS VALUES in the described column of the flow in the flow in the described column. The first described in the described right the described in the described right the de |
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| 1. The APP-CSE 2025 Form - Other Dame sevent be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used in in other than the prescribed forwart which can be developed in the PS-BEM valuable (www.pr-phi)gepr.ph). 2. All information must be grounded accurately. 3. To fill-out, find the term in the "List of Items - 1" tab of this fly the desired product in the search bar (working only for Mineset Excel 2013 or higher). Copy the description, right click them PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then years CTRL = F to Ted the Item, If it is necessary to liquit the details of the product, you may type it in the "Specification" columns provided lessing the first 100 if necessary. |

Of Items eside the studditional

4, Upload the APP-CSS 2026 Form - Other Stems through the Google Forms Links https://shsrturl-styladesid

5. For further estitunce or derification, agencies any certact the Marketing and Sakes Division of 95-DBM through its moltile numbers (95/8-2954-25 (5mert) or 6962-8351.99 (5mert), or small appose belodest. Spe-philipsys.gov.ph, or visit the P5-DBM verbeits (www.ge-philipsps.gov.ph) for the guide on hear to disourche APP-CSE

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

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We havely warrant that he assessed pallected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our a

Certified Plands Available / Certified appropriate Funds Available:

Approved by:

ALFREDO A. KRQUILLANO JR.
Head of Office/Agency

Accountant / Budget Officer