



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 MEALS AND SNACKS USED DURING SOLI-SOLI FESTIVAL 2025.

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 27, 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 27, 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 27, 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.:	030-2025	To Be Opened On:	JANUARY 27, 2025
Reference No.:		Opening of Bids Time:	2:00 PM
ALOB5 No.:		Purchase Request No.:	25-01-026
Date:		Purchase Request Date:	JANUARY 15, 2025

Allocated Budget for the Contract (ABC) Php	1,266,650.00
Source of Funds:	

PURPOSE:

INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS USED DURING CEBU PROVINCIAL SPORTS MEET 2025.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	1 st day, Breakfast: Rice, boiled egg, hotdog, milk/drinks AM Snacks: bread & drinks Lunch: Rice, chicken joy, sotanghon soup, and drinks PM Snacks: biscuit & drinks Dinner: Rice, gulay, fried fish & drinks	Serves	329		
2	2 nd day, Breakfast: Rice, beefloaf, scrambled egg, & drinks AM Snacks: bread & drinks Lunch: Rice, pork chop, chopsuey, and drinks PM Snacks: biscuit & drinks Dinner: Rice, humba, gulay & drinks	Serves	329		
3	3 rd day, Breakfast: Rice, boiled egg, hotdog, drinks AM Snacks: bread & drinks Lunch: Rice, chicken asado, mongoes, and drinks PM Snacks: bread & drinks Dinner: Rice, pork ribs, pakbet & drinks	Serves	329		
4	4 th day, Breakfast: Rice, corned beef, vege lumpia, & drinks AM Snacks: bread & drinks Lunch: Rice, ginamay, baguio beans asado, and drinks PM Snacks: biscuit & drinks Dinner: Rice, utan bisaya, pork chop, fried dried fish & drinks	Serves	329		
5	5 th day, Breakfast: Rice, boiled egg, fried dried fish, & drinks AM Snacks: bread & drinks Lunch: Rice, tinolang manok, fried fish, and drinks PM Snacks: biscuit & drinks Dinner: Rice, fried chicken, gulay, & drinks	Serves	329		
6	6 th day, Breakfast: Rice, boiled egg, longanisa, & drinks AM Snacks: bread & drinks Lunch: Rice, tinolang manok, fried fish, and drinks PM Snacks: biscuit & drinks Dinner: Rice, lechon, bam-i & drinks	Serves	329		
7	7 th day, Breakfast: Rice, boiled egg, hotdog, milk/drinks AM Snacks: bread & drinks Lunch: Rice, Rice, tinolang isda, fried dried fish, and drinks PM Snacks: bread & drinks Dinner: Rice, pork chop, gulay, & drinks	Serves	329		
	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 27, 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: 11672301
Procuring Entity: MUNICIPALITY OF SAN FRANCISCO, CEBU
Title: INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS USED DURING CEBU PROVINCIAL SPORTS MEET 2025
Area of Delivery: Cebu

Solicitation Number: 030-2025	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Catering Services	Date Published	18/01/2025
Approved Budget for the Contract: PHP 1,266,650.00	Last Updated / Time	18/01/2025 00:00 AM
Delivery Period: 7 Day/s	Closing Date / Time	27/01/2025 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 sanfrancamotes@yahoo.com.ph		

Description

- 1
1st day, Breakfast: Rice, boiled egg, hotdog, milk/drinks
AM Snacks: bread & drinks
Lunch: Rice, chicken jny, sotanghon soup, and drinks
PM Snacks: biscuit & drinks
Dinner: Rice, gulay, fried fish & drinks
Serves 329
- 2
2nd day, Breakfast: Rice, beefloaf, scrambled egg, & drinks
AM Snacks: bread & drinks
Lunch: Rice, pork chop, chopsuey, and drinks
PM Snacks: biscuit & drinks
Dinner: Rice, humba, gulay & drinks
Serves 329
- 3
3rd day, Breakfast: Rice, boiled egg, hotdog, drinks
AM Snacks: bread & drinks
Lunch: Rice, chicken asado, mongoes, and drinks
PM Snacks: bread & drinks
Dinner: Rice, pork ribs, pakbet & drinks
Serves 329
- 4
4th day, Breakfast: Rice, corned beef, vege lumpia, & drinks

AM Snacks: bread & drinks
Lunch: Rice, ginamay, baguio beans asado,
and drinks
PM Snacks: biscuit & drinks
Dinner: Rice, utan bisaya, pork chop, fried
dried fish & drinks
Serves 329

5

5th day, Breakfast: Rice, boiled egg, fried
dried fish, & drinks
AM Snacks: bread & drinks
Lunch: Rice, tinolang manok, fried fish, and
drinks
PM Snacks: biscuit & drinks
Dinner: Rice, fried chicken, gulay, & drinks
Serves 329

6

6th day, Breakfast: Rice, boiled egg,
longanisa, & drinks
AM Snacks: bread & drinks
Lunch: Rice, tinolang manok, fried fish, and
drinks
PM Snacks: biscuit & drinks
Dinner: Rice, lechon, bam-i & drinks
Serves 329

7

7th day, Breakfast: Rice, boiled egg, hotdog,
milk/drinks
AM Snacks: bread & drinks
Lunch: Rice, Rice, tinolang isda, fried dried
fish, and drinks
PM Snacks: bread & drinks
Dinner: Rice, pork chop, gulay, & drinks
Serves 329

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
Municipality of San Francisco
San Francisco

Department : San Francisco District
Section: _____

PR No.: 25-01-026
SAI No. : _____
ALODS No. _____

Date: _____
Date: _____
Date: _____

QTY.	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK	ESTIMATED UNIT COST	ESTIMATED COST
329	Serves	1st day, Breakfast- Rice, boiled egg, hotdog, milk/drinks (AM snacks) bread & drinks Lunch- Rice, chicken joy, sotanghon soup, and drinks (PM snacks) biscuits & drinks Dinner- Rice, gulay, fried fish & drinks		550.00	180,950.00
329	Serves	2nd day, Breakfast- Rice, beef loaf, scrambled egg and drinks (AM snacks) biscuits & drinks Lunch- Rice, pork chop, chop suey, and drinks (PM snacks) bread & drinks Dinner- Rice, humba, gulay & drinks		550.00	180,950.00
329	Serves	3rd day, Breakfast- Rice, boiled egg, hotdog and drinks (AM snacks) bread & drinks Lunch- Rice, chicken gisado, mongoes, and drinks (PM snacks) bread & drinks Dinner- Rice, pork ribs, pakbet & drinks		550.00	180,950.00
329	Serves	4th day, Breakfast- Rice, corned beef, vege lumpia and drinks (AM snacks) bread & drinks Lunch- Rice, ginamay, baguio beans gisado, and drinks (PM snacks) biscuits & drinks Dinner- Rice, utan bisaya, pork chop, fried dried fish & drinks		550.00	180,950.00
329	Serves	5th day, Breakfast- Rice, boiled egg, fried dried fish and drinks (AM snacks) bread & drinks Lunch- Rice, tinolang manok, fried fish, and drinks (PM snacks) biscuits & drinks Dinner- Rice, fried chicken and gulay & drinks		550.00	180,950.00
329	Serves	6th day, Breakfast- Rice, boiled egg, longanisa and drinks (AM snacks) bread & drinks Lunch- Rice, tinolang manok, fried fish, and drinks (PM snacks) biscuits & drinks Dinner- Rice, lechon and bam-i & drinks		550.00	180,950.00
329	Serves	7th day, Breakfast- Rice, boiled egg, hotdog and drinks (AM snacks) bread & drinks Lunch- Rice, tinolang isda, fried dried fish, and drinks (PM snacks) bread & drinks Dinner- Rice, pork chop and gulay & drinks		550.00	180,950.00
				Total Amount	1,266,650.00

OK AS TO FUND:

JEN PEARL B. CABUCOS
Mun. Accountant

PURPC Meals and snacks for Elementary and Secondary Delegation to the Cebu Provincial Sports Meet 2025.

REQUESTED BY:

Signature _____
Printed Name **MERCEDITA M. ARQUILLANO, Dev. Ed. D.**
Designation **Public Schools Division Supervisor**

APPROVED BY:

By Authority of the MAYOR:

EDGARDO S. MANINGO
Private Secretary II
ALFREDO A. ARQUILLANO JR.
Municipal Mayor



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Cebu Province
SAN FRANCISCO DISTRICT
San Francisco, Cebu

BUDGET PROPOSAL FOR ELEMENTARY DELEGATION
(Municipality of San Francisco)

I. PROGRAM TITLE:

CEBU PROVINCIAL SPORTS MEET AND CULTURAL FESTIVAL 2025

II. RATIONALE/ PROGRAM DESCRIPTION

Sports is an inherent part of being a Filipino. Turn a few streets and its almost guaranteed that you will find children and adults playing during their leisure time. From a young age, Filipinos are taught in school how to play any kind of sports. Outside the classrooms, many Filipinos engage in sports. This is an excellent traits that our children gain teamwork, respect and camaraderie through sports.

Sports are a prevalent part of culture and are reflected to be social edifices within culture created by assemblies of individuals and centered on morals, benefits, necessities and capitals. Each culture forms and uses sports for its own determinations; hence, sports take different from culture to culture.

Cebu Provincial Sports and Cultural Festival is an annual gathering of amateur athletes and cultural performers in the entire Province of Cebu. This is an extra curricular activities spearheaded by the Department of Education, SDO Cebu Province supported by the Province of Cebu through our beloved Governor, Gwendolyn Garcia. It honed and select potential and talented young individuals among schools in the province.

III. PERFORMANCE PERIOD

A one (1) week activity within the month of February 2025 (tentative date February 1-7, 2025). The venue of the said annual sporting activity and cultural festival is in Naga City, Cebu.

IV. SPORTS AND CULTURAL EVENTS TO BE PARTICIPATED

Secondary delegation:

Sport events- Athletics (boys/girls), Badminton (boys/girls), Table tennis (boys/girls), Chess (boys/girls), Sepak Takraw (boys), Tennis (boys/girls), Billiards (boys/girls), Basketball 3x3 (boys) and Volleyball (boys)

Cultural competition- Balak, Folkdance, and Galaw Pilipinas inspired Hip-Hop dance

V. TOTAL NUMBER OF PARTICIPANTS

Secondary Delegation

a. Athletes and performers (sports and cultural)——	52
b. Coaches/Asst. coaches,Chaperones,Trainers——	20
c. Officiating Officials —————	11
d. School Heads —————	22 (Elem. only)
e. PSDS —————	1
f. PTA Federation (District) —————	c/o Secondary
g. Local Government Unit Officials —————	5



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 Schools Division of Cebu Province
SAN FRANCISCO DISTRICT
 San Francisco, Cebu

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(Municipality of San Francisco)

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II. RATIONALE/ PROGRAM DESCRIPTION

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d. School Heads -----	22 (Elem. only)
e. PSDS -----	1
f. PTA Federation (District) -----	c/o Secondary
g. Local Government Unit Officials -----	5

h. Medical personnel/ CIERT -----	2
i. Kitchen staff -----	10
j. LGU Staff -----	2
TOTAL -----	125

VI. BUDGETARY REQUIREMENTS:

Secondary Delegation

- Transportation (Boat fare)-----	c/o LGU- SEF (participants and LGU-Coaster bus and support vehicles) Consuelo Port-Danao Port and vice-versa)
- Transportation (Bus fare) -----	P 60,000.00 (Danao Port to the host Municipality and vice versa)
- Athletes uniform -----	P 36,400.00 (52 athletes and performers x 700 per uniform-t-shirts and shorts)
- Meals and snacks -----	P 481,250.00 (125 pax X 550.00 per day X 7days)
- School Heads/ Officiating Officials/ Coaches/ Asst. Coaches/ Chaperons/ Trainers/ Staff/ LGU /PTA/ Medics/CIERT/ Glam Team (polo shirts) -----	P 49,200.00 (82 pax X 600 per Polo shirt)
- Sports equipment and Cultural expenses -----	P 30,000.00
- Bendo boxes-----	P 18,000.00
- Toiletries-----	P 20,000.00
- Medical expenses -----	P 10,000.00
- Miscellaneous -----	P 50,000.00
TOTAL-----	P 754,850.00

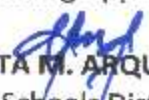
IV. SOURCE OF FUNDS: SPECIAL EDUCATION FUND (SEF)

NOTE: The budgetary requirements found on this proposal is subject for review and deliberation by the SEF Board. Anything will be change based on the approved budget.

Prepared by:


CLARO A. NUDALO
SEF Board Secretary

Recommending Approval:


MERCEDITA M. ARQUILLANO, DevEd.D
Public Schools District Supervisor

Approved: 
HON. ALFREDO A. ARQUILLANO JR.
Municipal Mayor

h. Medical personnel/ CIERT _____	2
i. Kitchen staff _____	10
j. LGU Staff _____	2
TOTAL -----	125


VI. BUDGETARY REQUIREMENTS:

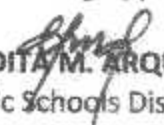
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- Miscellaneous _____	P 50,000.00
TOTAL -----	P 754,850.00

IV. SOURCE OF FUNDS: **SPECIAL EDUCATION FUND (SEF)**

NOTE: The budgetary requirements found on this proposal is subject for review and deliberation by the SEF Board. Anything will be change based on the approved budget.

Prepared by:

CLARO A. NUDALO
 SEF Board Secretary

Recommending Approval:

MERCEDITA M. ARQUILLANO, DevEd.D
 Public Schools District Supervisor

Approved:

HON. ALFREDO A. ARQUILLANO JR.
 Municipal Mayor



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DISTRICT OF SAN FRANCISCO
San Francisco, Cebu

EXCERPTS FROM THE MINUTES OF THE EXTENDED MUNICIPAL SCHOOL BOARD (EMSBS) MEETING OF THE MUNICIPALITY OF SAN FRANCISCO ON December 2, 2024 AT 9:00 A.M. AT THE MAYOR'S OFFICE.

Present:

HON. ALFREDO A. ARQUILLANO JR.	Municipal Mayor
DR. MERCEDITA M. ARQUILLANO	Public Schools District Supervisor
MRS. RAQUEL U. ACEBEDO	Principal 2/ School Heads Assistant
MR. ROMER R. RANOCO	School Heads Assistant
MR. CLARO A. NUDALO	Principal 1/Teachers Assistant
MR. TOMAS L. FURTON	ADOF 2/ Non- Teaching Representative
MS. JEN PEARL B. CABUCOS	Municipal Accountant
MRS. CRISTINA E. MONTEJO	Municipal Treasurer
MR. PAUL DIMCO	Internal Auditor
DR. BEILEY VICTOR A. CAPAO	PTA Federation President
MRS. TERESITA A. AÑASCO	Principal 1 -/ Zone 1 Representative
DR. RAMIL E. AGUSTINEZ	Principal 2-/ Zone 2 Representative
MRS. JANETTE G. MANINGO	Principal 2-/ Zone 3 Representative
MR. JOSEPH R. NUDALO	Head Teacher 3 -/ Zone 4 Representative

Absent:

HON. LESLIE CHRISTE N. GOK-ONG	SB Member/ Chairman on Education
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RESOLUTION NO. 01-2024

A RESOLUTION APPROVING THE SPECIAL EDUCATION FUND (SEF) PROPOSED BUDGET FOR CY 2025 IN THE AMOUNT OF FOUR MILLION FIVE HUNDRED THOUSAND PESOS ONLY.

WHEREAS, after a through presentation and deliberation, Mrs. Cristina E. Montejo, Municipal Treasurer informed the body that the total amount for appropriation for SEF Budget CY 2025 is **FOUR MILLION FIVE HUNDRED THOUSAND PESOS (4,500,000.00) ONLY**;

NOW THEREFORE, on mass motion by the body present during the meeting and duly seconded by the same, it was:

RESOLVED, as it hereby **RESOLVED**, to approve the SEF Proposed Budget for CY 2025 in the amount of **Four Million Five Hundred Thousand Pesos (4,500,000.00) Only**.

RESOLVED FURTHER, to send copies of this resolution to proper offices concerned for their information and guidance.

Certified True and Correct:

Approved:


ALFREDO A. ARQUILLANO JR.
Municipal Mayor


CLARO A. NUDALO
Principal I/ School Board Secretary

SEF PROPOSED BUDGET 2025

TOTAL AVAILABLE SEF APPROPRIATION				4,500,000.00
EXPENDITURES				
Particulars	Personal Services	Maintenance & Other Operating Expenses (MOOE)	Capital Outlay	Total
A. PERSONAL SERVICES				
1. Honorarium	432,000.00			432,000.00
2. Bonus	36,000.00			36,000.00
3. Performance Incentive Bonus	15,000.00			15,000.00
Total Personal Services	483,000.00			483,000.00
B. MAINTENANCE & OTHER OPERATING EXPENSES (MOOE)				
1. ALL ACCOUNT (SECONDARY & ELEMENTARY)				
A. ALS:				
1. Meals and snacks		70,000.00		70,000.00
2. Office supplies		30,000.00		30,000.00
Sub- total		100,000.00	-	100,000.00
B. SPED:				
1. Meals and snacks		15,000.00		15,000.00
2. Office supplies		25,000.00		25,000.00
Sub- Total		40,000.00		40,000.00
C. ELECTRIC BILL		200,000.00		200,000.00
D. WATER BILL		97,500.00		97,500.00
E. INTERNET CONNECTIVITY & LOAD		84,000.00		84,000.00
F. OFFICE SUPPLIES		170,900.00		170,900.00
G. TRAVEL EXPENSES		434,600.00		434,600.00
H. GENDER ADVOCACY DEVELOPMENT				
1. Teachers and Students Activity		382,500.00		382,500.00
2. District Scouting:				
a. Boys		100,000.00		100,000.00
b. Girls		100,000.00		100,000.00
I. Fuel		150,000.00		150,000.00
J. SPORTS ACTIVITIES:				
1. Secondary Level		915,000.00		915,000.00
2. Elementary Level		842,500.00		842,500.00
TOTAL MOOE		3,617,000.00		3,617,000.00
C. CAPITAL OUTLAY				
1. Repair for district office			200,000.00	200,000.00
2. Glass wall Fabrication and installation of Non Teaching's Office			200,000.00	200,000.00
Total Capital Outlay			400,000.00	400,000.00
TOTAL EXPENDITURES	483,000.00	3,617,000.00	400,000.00	4,500,000.00

Prepared By:


MERCEDITA M. ARQUILLANO, Dev. EdD
 Public Schools District Supervisor/ Co Chairman

Recommending Approval:


CRISTINA E. MONTEJO
 Municipal Treasurer

Approved:


ALFREDO A. ARQUILLANO JR.
 Municipal Mayor, Chairman

ANNUAL PROCUREMENT PLAN-COMMUN SUPPLIES AND EQUIPMENT

DISTRICT OFFICE

Instructions:
 In this template are all the common supplier and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by Government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC Coding and this is in preparation for integration of the APP-CSE template in the Modern Procurement Electronic Procurement System (MAGEPS).

1. Download the worksheet file APP-CSE 2019 template at www.ps-phillips.gov.ph
 2. Create the agency's monthly requirement per item in the APP-CSE 2019 form.
 3. Agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
 4. Agency must not delete any item in the template; neither should it include line items or revise the template.
 5. APP-CSE is considered incorrect or invalid if:
 a. Form used is other than the prescribed format which can be downloaded only at www.ps-phillips.gov.ph and;
 b. correct format is used but fields were deleted and/or inserted in PART I of the template
 6. If your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise on its last purchase.

7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 a. Saved using this format: APP2019_NAme of Agency_Main or Regional Office (e.g. APP2019_DSM_Central Office, APP2019_DSM_Region IVA).
 b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
 c. SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
 8. Agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy.
 9. Items in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
 10. If further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)589-7750 local 4019 and look for Ms. Evelyn L. Torres or Ms. Alma Lte. C. Borna.

Department/Bureau/Office: DEPARTMENT OF EDUCATION SAN FRANCISCO DISTRICT
 Region: VII
 Address: SAN FRANCISCO, CEBU

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018, the APP-CSE for FY 2025 must be submitted on or before August 31, 2024.

Agency Account Code: _____
 Organization Type: _____

Contact Person: RICHARDY MARRINCO
 Position: BAC CHAIRMAN
 Email: 370072002@deped.gov.ph
 Telephone/Mobile No: 031-316-4768

Item or Specification	Unit	Quantity Requirements												Total Quantity	Total Price
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Item or Specification	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Quantity	Total Price
1. FOLDER, WHITE LONG	DOZ	20												20	2,400.00
2. FOLDER, WHITE SHORT	DOZ	10												10	960.00
3. PAPER (A4) (80 GSM) (PLASTIC)	BOARDS	6												6	600.00
4. Staple size # 55	Boxes	12												12	840.00
5. Light (Low watt) lamps	Blks	12												12	1,020.00
6. Ballpen (J) (Black & Silver)	Dozens	12												12	2,880.00
7. Ballpoint pen (Black & Silver)	Dozen	4												4	3,840.00
8. Ballpoint pen (Blue & Silver) (VIO CRIB)	Dozen	20												20	26,400.00
9. Royal Paper 300 Size Long	Reams	44												44	13,200.00
10. Royal Paper 300 Size A4	Reams	25												25	7,375.00
11. Spiral Paper 300 Size A4	Reams	5												5	1,400.00

