

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-21-10-1561

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: 15 Working Days upon receipt of P.O.					
Lot I: Common Electrical Supplies					
1	pc	16	Battery AAA (Rechargeable)	_____	_____
Lot II: Common Office Supplies					
1	pc	4	Marking Pen, Permanent, Broad, Black, Refillable	_____	_____
2	pc	4	Marking Pen, Permanent, Fine, Black, Refillable	_____	_____
3	ream	10	Bond paper Long, S-24, 80 gsm, 500's/ream	_____	_____
4	ream	10	Bond paper Short, S-24, 80 gsm, 500's/ream	_____	_____
5	pc	20	Signpen, 0.5 mm, black	_____	_____
6	pc	20	Signpen, 0.5 mm, blue	_____	_____
7	pc	20	Signpen, C-4 pen, black	_____	_____
8	pc	20	Signpen, C-4 pen, blue	_____	_____
9	pc	20	Signpen, C-4 pen, red	_____	_____
10	pad	20	Yellow Pad	_____	_____
11	pc	500	Envelope, mailing, long	_____	_____
12	pc	12	Correction Tape, 8M	_____	_____
13	box	6	Paper Clip, Jumbo, vinyl-coated, 100 pcs/box (50mm)	_____	_____
14	box	6	Paper Clip, small, vinyl-coated, 100 pcs/box (33mm)	_____	_____
PURPOSE:				Sub-Total	_____
For office use of Regional Trial Court, Branch 59, San Carlos City, Negros Occidental.				T O T A L	_____

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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FOR SALE
₱ 150.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-21-10-1561

DATE : October 14, 2021

PURPOSE: FOR OFFICE USE OF REGIONAL TRIAL COURT, BRANCH 59, SAN CARLOS CITY, NEGROS OCCIDENTAL.

OFFICE : RTC

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , November 23, 2021

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

	Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
: 4,000.00	: 80.00	: 200.00
: 13,340.00	: 266.80	: 667.00

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - Bid Securing Declaration
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of (per City Ordinance No. 17-60, Series of 2017) ₱ 150.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid.
- The government reserves the right to reject any or all bids, declare a failure of bidding or not award the contract based on RA 9184.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

SGD

SANDRA LUZ B. BRIONES
City Budget Officer / BAC Chairman
BIDS & AWARDS COMMITTEE