

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-21-10-1592

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: (All Lots) 5 Working Days upon receipt of P.O.					
Lot I: COMMON OFFICE SUPPLIES					
1	1	pc	Philippine Flag Outdoor (5x10)	_____	_____
2	12	pc	Roller Ballpen 0.5,Extra fine,retractable,G-2,Black	_____	_____
3	12	pc	Roller Ballpen 0.5,Extra fine,retractable,G-2,Blue	_____	_____
4	12	pc	Ballpen, BP-S Fine, Black	_____	_____
5	2	roll	Transparent tape 2 inch	_____	_____
6	2	roll	Transparent tape 1 inch	_____	_____
7	2	roll	Masking Tape 2 inch	_____	_____
8	2	roll	Masking Tape 1 inch	_____	_____
9	2	bot	3 in 1 Oil	_____	_____
10	4	pc	Correction Pen, 7ml	_____	_____
11	8	ream	Bond Paper Short, S-20, 70 gsm, 500's/ream,	_____	_____
12	7	ream	Bond Paper Long, S-20, 70 gsm, 500's/ream,	_____	_____
13	5	pc	Highlighter marker, green	_____	_____
				Sub-Total	_____
Lot II: COMMON JANITORIAL SUPPLIES					
1	200	bot	Ethyl Alcohol 70% solution, 500ml	_____	_____
2	36	roll	Toilet Paper, 3 ply	_____	_____
3	1	tin	Air Freshener, 320ml (Orange Scent)	_____	_____
4	1	pc	Broom, Tiger Grass (Humay), wooden handle	_____	_____
5	1	tin	Insecticide, (Multi-Insect) aerosol spray (500ml)	_____	_____
6	5	bar	Hand soap bar (130 g)	_____	_____
7	5	box	Dishwashing paste 200grams with sponge	_____	_____
8	2	tin	Disinfectant spray, big, 12 oz.	_____	_____
				Sub-Total	_____
Lot III: COMMON COMPUTER SUPPLIES					
1	5	bot	Computer Ink original (003) black 65ml	_____	_____
2	3	bot	Computer Ink original (003) cyan 65ml	_____	_____
3	3	bot	Computer Ink original (003) magenta 65ml	_____	_____
4	3	bot	Computer Ink original (003) yellow 65ml	_____	_____
				Sub-Total	_____
Lot IV: COMMON ELECTRICAL SUPPLIES					
1	5	tube	Flourescent Tube 40w	_____	_____
2	4	pc	Battery AA, Advanced	_____	_____
3	1	roll	Electrical Tape, 16m	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	_____
For office use of Regional Trial Court, Office of the Clerk of Court San Carlos City, Neg. Occ.					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

FOR SALE
₱ 150.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-21-10-1592

DATE : October 19, 2021

PURPOSE: FOR OFFICE USE OF REGIONAL TRIAL COURT, OFFICE OF THE CLERK OF COURT SAN CARLOS CITY, NEG. OCC.

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)
Lot 1 Common Office Supplies	: 7,439.00	: 148.78	: 371.95
Lot 2 Common Janitorial Supplies	: 21,480.00	: 429.60	: 1,074.00
Lot 3 Common Computer Supplies	: 3,825.00	: 76.50	: 191.25
Lot 4 Common Electrical Supplies	: 840.00	: 16.80	: 42.00

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
 - Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.
 - Surety Bond callable upon : Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
 - 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 ₱ 150.00 (per City Ordinance No. 17-60, Series of 2017)
- 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