

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-21-10-1593

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)15 Working Days upon receipt of P.O.					
LOT I - OFFICE SUPPLIES					
1	20	ream	Bond paper, long, substance 20	_____	_____
2	10	ream	Bond paper, long, substance 16	_____	_____
3	5	ream	Bond paper, short, substance 20	_____	_____
4	5	ream	Bond paper, A4, substance 20	_____	_____
5	18	piece	Signpen, G2, 0.5, black, refill	_____	_____
6	18	piece	Signpen, G2, 0.5, blue, refill	_____	_____
7	18	piece	Signpen, G2, 0.5, red, refill	_____	_____
8	12	piece	Glue stick, 15g (not for glue gun)	_____	_____
9	12	piece	Correction tape, 5-6mm	_____	_____
10	30	piece	Envelope, plastic, long, thick	_____	_____
11	12	box	Binder clip, 1"	_____	_____
12	1	pack	Resealable plastic, clear, 7" x 4.75", thick, 100/pack	_____	_____
13	1	pack	Resealable plastic, clear, 8" x 5.5", thick, 100/pack <i>*please see attached picture for resealable plastic</i>	_____	_____
			Sub-Total	_____	_____
LOT II - JANITORIAL SUPPLIES					
1	6	piece	Dishwashing paste, big	_____	_____
2	36	roll	Toilet paper, 2-ply	_____	_____
3	6	can	Disinfectant spray, 340g	_____	_____
4	6	gallon	Isopropyl alcohol, 70%, 1 gallon	_____	_____
5	6	bottle	Bleach, white, 500mL	_____	_____
6	6	bottle	Bleach, colored, 500mL	_____	_____
7	6	bottle	Muriatic acid, 250mL	_____	_____
			Sub-Total	_____	_____
			T O T A L	_____	_____
PURPOSE:			For use in the daily operations of the Office of the City Prosecutor, San Carlos City, Negros Occidental.		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

FOR SALE
₱ 150.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-21-10-1593

DATE : October 19, 2021

PURPOSE: FOR USE IN THE DAILY OPERATIONS OF THE OFFICE OF THE CITY PROSECUTOR, SAN CARLOS CITY, NEGROS OCCIDENTAL.

OFFICE : CITY PROSECUTOR OFFICE

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 Office Supplies	: 11,230.00	: 224.60	: 561.50
Lot 2 Janitorial Supplies	: 6,840.00	: 136.80	: 342.00

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**