

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

REBIDDING

INVITATION TO BID

PURCHASE REQUEST NO: 1-21-10-1610

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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) 25 Calendar Days upon receipt of P.O.					
LOT I-Common Office Supplies					
1	5	bottle	All Purpose Glue, 130gms	_____	_____
2	120	piece	Ballpen, BP-S Fine, Black	_____	_____
3	80	piece	Ballpen, BP-S Fine, Blue	_____	_____
4	10	piece	Battery, AA Advance	_____	_____
5	10	piece	Battery, AAA Advance	_____	_____
6	50	ream	Bond paper short, S-24, 80 gsm, 500's/ream	_____	_____
7	50	ream	Bond paper long, S-24, 80 gsm, 500's/ream	_____	_____
8	50	piece	Brown Envelop (Short)	_____	_____
9	30	piece	Bulldog Clips	_____	_____
10	50	piece	Correction Tape, 10m	_____	_____
11	120	piece	Envelope, brown, long	_____	_____
12	70	piece	Envelope, expanding, with knot tie, long, brown, 14pts	_____	_____
13	120	piece	Folder, expanding, green, long, 25pts (pressboard)	_____	_____
14	100	piece	Folder, long, transparent with slide	_____	_____
15	100	piece	Folder, long, white, 14pts	_____	_____
16	2	piece	Letter Envelop - White Long (Ordinary), 500's	_____	_____
17	3	piece	Marking Pen, permanent, broad, black, refillable	_____	_____
18	2	bottle	Marking Pen, Ink, permanent, 30ml, black	_____	_____
19	50	box	Paper Clip, small, vinyl-coated, 100 pcs/box (33mm)	_____	_____
20	10	box	Plastic Fastener, 8 1/2", 50 sets per box	_____	_____
21	2	box	Pencil, #2, 12 pcs/box	_____	_____
22	15	book	Record Book, 300 pages, 214mm x 278mm min, 55gsm	_____	_____
23	15	book	Record Book, 500 pages, 214mm x 278mm, 55gsm	_____	_____
24	20	bottle	Self Inking Stamp Refill (ink), 28ml	_____	_____
25	120	piece	SIGNPEN, 1.0mm ball, black	_____	_____
			* Rubber grip for comfort & control	_____	_____
			* Steel point provides strength	_____	_____
			* Water-based pigment gel ink	_____	_____
26	24	piece	Signpen, G-2, 0.5, black, retractable	_____	_____
27	12	piece	Signpen, G-2, 0.5, blue, retractable	_____	_____
28	12	piece	Signpen, pink, retractable	_____	_____
29	48	piece	Signpen, G-2, 0.7, black, retractable	_____	_____
30	24	piece	Signpen, G-2, 0.7, blue, retractable	_____	_____
31	12	piece	Signpen, C-4 pen, black	_____	_____
32	12	piece	Signpen, C-4 pen, blue	_____	_____

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-21-10-1610 **DATE** : October 19, 2021

PURPOSE: FOR USE OF THE CITY MAYOR'S OFFICE, THIS CITY.

OFFICE : CMO

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	: 67,724.50	: 1,354.49	: 3,386.23
Lot 2 Common Janitorial Supplies	: 42,915.00	: 858.30	: 2,145.75
Lot 3 Computer Supplies	: 3,000.00	: 60.00	: 150.00

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.) P 300.00
- 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