



## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 9-21-10-1553 DATE : October 14, 2021

PURPOSE: FOR SWABBING OF PATIENTS IN RELATION TO COVID-19 PANDEMIC

OFFICE : CITY HOSPITAL

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

PLACE : BAC Secretariat Office/CMO Extension Office

	<u>AMOUNT OF CONTRACT</u>	<u>BID SECURITY</u>	
		Cash/ Manager's Check (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	2,062,500.00 :	41,250.00 :	103,125.00
Lot 2	262,500.00 :	5,250.00 :	13,125.00

PRE-BID CONFERENCE: November 11, 2021 at 8:30 AM, BAC Secretariat Office

### 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 \_\_\_\_\_ P 2,325.00 ( 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

**ATTY. MA. CHAT H. DELIMA-CORDERO**  
City Gov't Dept. Head I-OHRM / BAC Chairman  
BIDS & AWARDS COMMITTEE