

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

REBIDDING

INVITATION TO BID

PURCHASE REQUEST NO: 1-19-04-0738

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.					
1	15	reams	Bondpaper A4 (U.S. Sub20)	_____	_____
2	10	reams	Bondpaper Long (US Sub20)	_____	_____
3	24	pcs	Signpen G-2, .05	_____	_____
4	50	pcs	Expanded Folder Long Green	_____	_____
5	50	pcs	Brown Envelop Long	_____	_____
6	50	pcs	Plastic Envelop Long	_____	_____
7	2	pcs	Fax Machine Ribbon (Panasonic KV-FP711)	_____	_____
8	2	pcs	USB (32GB)	_____	_____
9	1	pc	Dater	_____	_____
10	4	bot	Stamp pad Ink Violet (50ml)	_____	_____
11	2	pcs	Stamping Pad Big	_____	_____
PURPOSE:			For use of CPOC Meeting & DILG Office.	TOTAL	_____

SAN CARLOS CITY, NEGROS OCCIDENTAL

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-19-04-0738 **DATE** : April 16, 2019

PURPOSE: FOR USE OF CPOC MEETING & DILG OFFICE.

OFFICE : DILG

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , May 21, 2019

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)
12,077.50	: 241.55	: 603.88

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) P 150.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 70 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.