

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-20-08-1045

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.					
1	50	pack	Photopaper, A4, glossy (20shs/pack)	_____	_____
2	50	pack	Certificate Paper, 85gsm, long, Ivory (20shs/pack)	_____	_____
3	50	pc	Certificate Holder, long	_____	_____
4	50	ream	Bondpaper, US, long	_____	_____
5	50	ream	Bondpaper, US, short	_____	_____
				Sub-Total	_____
Lot II.					
1	1	unit	Steel Filing Cabinet, 4 drawers with lock, plain, white/cream	_____	_____
Lot II.					
1	30	cartridge	Ink Cartridge #680, black	_____	_____
2	40	cartridge	Ink Cartridge #680, tri-color	_____	_____
				Sub-Total	_____
PURPOSE:	X-X For use in Rice Production Program, City Agriculture Office, this city.			TOTAL	=====

_____ Company Name / Business Name & Address	_____ Name / Signature of Representatives	_____ Form & Amount of Bid Security
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INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-20-08-1045 DATE : August 18, 2020

PURPOSE: FOR USE IN RICE PRODUCTION PROGRAM, CITY AGRICULTURE OFFICE, THIS CITY.

OFFICE : AGRI

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , September 15, 2020

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	: 31,600.00	: 632.00	: 1,580.00
Lot 2	: 10,000.00	: 200.00	: 500.00
Lot 3	: 84,500.00	: 1,690.00	: 4,225.00

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 P 300.00 (per City Ordinance No. 17-60.)
- 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