Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-23-12-1997

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.					
1	1	UNIT	Lot I DSLR CAMERA WITH 18 -140mm Kit Lens Minimum of 24 Megapixels (Effective pixels) Sensor Size. 23.5 mm. x 15.6 mm. 1/8000, x250 shutter speed Full HD (1920 x 1080) ISO Sensitivity. ISO 100 - 25,600 Dimension: 124 x 97 x 70 mm (4.88 x3.82 x2.76) In the Box: 18 -140mm Lens Rechargeable Li-ion Battery Camera strap, Battery Charger and other Accessories Inclusion: Camera Bag (Water resistant) (good quality) Spare Battery Pack (compatible to the camera) (good quality 64GB SDXC Class 10 Memory Card 1 Year Warranty With After Sales Service	8	
2	1	PC	Lot II 10 TB NETWORK ATTACHED STORAGE (NAS) HARD DRIVE		
3	1	SET	Lot III 5 IN 1 REFLECTOR FOR VIDEO SHOOTING WITH STAND Photography Handle Round Reflector Stand Kit 80cm 5-in-1 Collapsible Lighting Reflector with 2cm Light Stand, Carry Bag and Reflector Clamp x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL	
	PURPOSE:		For the use of the City Information Office, this city.	TOTAL =	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount

of Bid Security

250.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-23-12-1997 DATE: December 19, 2023

FOR THE USE OF THE CITY INFORMATION OFFICE, THIS CITY. **PURPOSE:**

OFFICE: INFO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., January 23, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

100.00

AMOUNT OF CONTRACT

80,000.00

15,000.00

5,000.00

BID SECURITY

Cash/ Manager's Check/ Surety Bond Bank Draft/Guarantee (2% of ABC) (5% of ABC) 1,600.00 4,000.00 300.00 750.00

Lot 1 Lot 2 Lot 3

TERMS & CONDITIONS

The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:

a) Cash or cashier's / Manager's Check issued : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.

b) 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.

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

d) Any combination of the foregoing

: Proportionate to share form with respect to total amount of security

: Two percent (2%) of the ABC (See above)

: Five percent (5%) of the ABC (See above)

e) Bid Securing Declaration

Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of (per City Ordinance No. 17-60.)

P 500.00

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- 4. 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 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 7. 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**