Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0074

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.						
			2 PC SETS w/ Monitor				
1	2	рс	MOTHERBOARD w/ on-board Audio, Video, Lan and				
	_	01	Parallel printer port	0.0			
2	2	pc	11th Gen Processor (motherboard compatible)				
3	2	pc	8gb RAM DDR4 (motherboard compatible)				
4	2	рс	Full Tower ATX Casing w/ 700watts power supply				
	1		(motherboard compatible)				
5	2	рс	512 gb SSD (motherboard compatible)				
6	2	рс	500 gb Hard Drive Disk (motherboard compatible)	-			
7	2	рс	Windows Enhanced Keyboard				
8	2	рс	Optical Mouse with Pad				
9	2	pc	Desktop Monitor 24"				
			Pre-installed Windows				
		1.	INKJET PRINTER	/			
10	2	units	Maximum Resolution: 5760 x 1440 dpi		<u> </u>		
	Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm						
	Maximum Copies from Standalone: 20 copies						
			Maximum Copy Resolution: 600 x 600 dpi				
	Maximum Copy Size: A4, Letter						
			Maximum Scan Area:216 x 297 mm				
	Standard Paper Input Capacity:Up to 100 sheets of Plain Paper						
			Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2)				
			Up to 20 sheets of Premium Glossy Photo Paper				
			Maximum Paper Size:215.9 x 1200 mm				
			PaperSizes:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm)				
	_		Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6,				
11	5	pcs	WIRELESS OPTICAL MOUSE		<u> </u>		
			Note: With Warranty				
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	тота			
	PURPOSE		For Budgeting Services.	TOTAL			

Company Name / Business Name & Address

Name / Signature of Representatives

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INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO		: 1-24-01-0074 SA	DATE : January 12, 2024						
PURP	OSE: FOR BUDGE	TING SERVICES.							
OFFIC	е: сво								
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , January 30, 2024									
		PLAC	E: BAC Secretariat Office/C	CMO Extension Office					
		AMOUNT OF CONTRACT	BID SECURITY						
	U		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)					
		: 94,000.00	; 5 1,880.00 ;	4,700.00					
		TERMS & CON	DITIONS	• /					
		1.90							
1.	 The Bid/Bids shall be acc a) Cash or cash by a Universa in favor of Cit b) Bank draft/gu issued by a U Provided, how authenticated if issued by a c) Surety Bond demand issue insurance cor certified by th Commission a to issue such d) Any combination e) Bid Securing 	 : Two percent (2%) of the AB : Two percent (2%) of the AB : Five percent (5%) of the AB : Proportionate to share form to total amount of security 	3C (See above) 3C (See above)						
2.	-	s from the BAC Secretariat Office at a inance No. 23-21, Series of 2023.)	non-refundable fee of	P 500.00					
3.	Sample or Brochures of the	ne materials (if required) shall be attacl	hed to the bid documents.						
4.	Your price offer must be valid for 120 calendar days.								
5.	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.								
6.	Submit Omnibus Sworn Statement duly notarized, together with your bid.								
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.								

8. 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