## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## **INVITATION TO BID**

PURCHASE REQUEST NO: 1-24-01-0062

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
		Deli	very Term: (All Lots) 15 Working Days upon receipt	of P.O.	
	- /		LOTI	1	
1	50	boxes	Multivitamins with Iron, 100's		
	- 1	7	(Not found in DPRI)		
			2 KW 12	100	
			LOT II		
1	15	bottle	Computer Ink (Black <mark>) for EPSON 001 (</mark> L61 <mark>70)</mark>	Delta .	
2	10	bottle	Computer Ink (CYAN) for EPSON 001 (L6170)		
3	10	bottle	Computer Ink (Magenta) for EPSON 001 (L6170)		
4	10	bottle	Computer Ink (Yellow) for EPSON 001 (L6170)		
			7960	Sub-T <mark>ot</mark> al	
			LOT III		
1	5	box	Copy Printer Ink (CPI)		
2	5	roll	Copy Printer Master Paper (CMPT 21) 300 gms		
				Sub-Total <sub>-</sub>	
			LOTIV		
1	50	piece	Ballpen (Black), good quality		
2	15	ream	US Bond Paper, long, Subs., 20	<del></del>	
3	15	ream	US Bond Paper, short, Subs. 20		
4	415	piece	Brown Envelop (long)		
5	20	piece	Correction Tape 5mm x 8 mm		
6	30	piece	Expanding Envelope w/ garter, long, hard, any color		
7	40	piece	Expanding Folder, long hardbound, green		
8	10 10	reams	Mimeo Paper, long, sub. 18		
9 10	20	reams	Mimeo Paper, short, sub. 18 Permanent Marking Pen, black (fine-10;broad-10)	<del></del>	
10	20	piece	Permanent Marking Pen, black (line-10,broad-10)	Sub-Total	
			LOT V	Sub-Total _	
1	5	bottle	Disinfectant Spray 510 gms.		
'	3	Dottie	NOTATION: For LOT I		
			Must submit latest CPR of each product issued by FDA du	ırina hiddina	
			Supplier should be a CGMP Holder during bidding.	ing blading.	
			Must submit sample of each product during bidding.		
			4. Expiration at least two (2) years from date of delivery.		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE:		For use in connection with Adolescent & Reproductive	TOTAL	
	- <del>-</del> - <del>-</del> -		Health Program of City Health Office. (CY 2024)	=	
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Name / Signature of Representatives

Company Name / Business Name & Address

Form & Amount

of Bid Security

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0062 DATE : January 11, 2024

PURPOSE: FOR USE IN CONNECTION WITH ADOLESCENT & REPRODUCTIVE HEALTH PROGRAM OF CITY

HEALTH OFFICE. (CY 2024)

OFFICE: CHO

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., February 6, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT BID SECURITY Cash/ Manager's Check/ Surety Bond Bank Draft/Guarantee (2% of ABC) (5% of ABC) 17,250.00 345.00 862.50 25,140.00 502.80 <mark>1,2</mark>57.00 20,795.00 415.90 1,039.75 4 15,335.00 306.70 766.75 3,510.00 70.20 175.50

## TERMS & CONDITIONS

1. 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,

authenticated by a Universal or Commercial I if issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or

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

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of (per City Ordinance No. 23-21, Series of 2023.)

P 500.00

- 3. Sample or Brochures of the materials (if required) shall be attached 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