

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

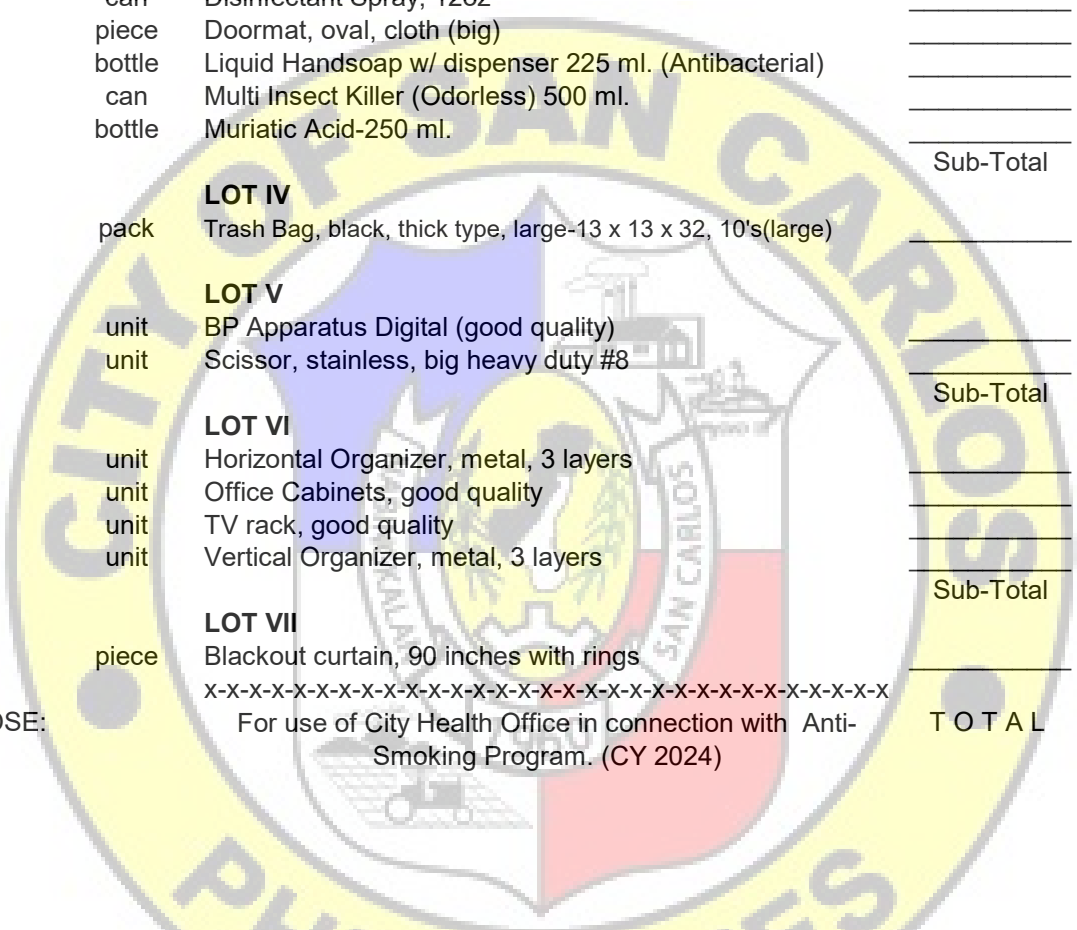
INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0121

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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	240	pcs.	Ballpen, fine (black-200;blue-20;red-20) good quality	_____	_____
2	10	ream	Bond Paper, A4 (good quality)	_____	_____
3	10	ream	Bond Paper, Ordinary, long	_____	_____
4	6	ream	Bond Paper, US, long sub. 20	_____	_____
5	20	ream	Bond Paper, US,Short, sub. 20	_____	_____
6	15	pcs.	Copy Printer Ink CPI 10	_____	_____
7	5	roll	Copy Printer Master Paper CMPT 21 300 gms.	_____	_____
8	45	piece	Correction tape (5m x 8mm)	_____	_____
9	150	pcs.	Expanding Folder, hardbound, long, blue	_____	_____
10	100	pcs.	Folder (white) long	_____	_____
11	100	bottle	Isopropyl Alcohol 70% (500 ml) solution antiseptic/ disinfectant hypoallergenic w/ moisturizer	_____	_____
12	10	roll	Masking Tape 2"	_____	_____
13	100	ream	Mimeo Paper, long, S-18	_____	_____
14	500	piece	Notebook 40 lvs. (good quality)	_____	_____
15	40	box	Paper Clip (Jumbo) 50mm	_____	_____
16	50	box	Paper Fastener (plastic)	_____	_____
17	36	pcs.	Permanent Marking Pen, black fine, good quality	_____	_____
18	50	pcs.	Plastic Envelope, long, good quality	_____	_____
19	10	pcs.	Record Book, 150 pages (tablet size: 135mm x 210mm)	_____	_____
20	5	pcs.	Sign Pen 0.5, (good quality) skyblue	_____	_____
21	5	unit	Stapler w/ staple wire remover (good quality)	_____	_____
22	20	bottle	Super color Marker refill Ink black	_____	_____
23	200	roll	Toilet Paper (2ply)	_____	_____
				Sub-Total	_____
LOT II					
1	15	bottle	Computer Ink (Black) 003 for EPSON L5190	_____	_____
2	10	bottle	Computer Ink (Cyan) 003 for EPSON L5190	_____	_____
3	10	bottle	Computer Ink (Magenta) 003 for EPSON L5190	_____	_____
4	10	bottle	Computer Ink (Yellow) 003 for EPSON L5190	_____	_____
5	10	bottle	Computer Ink (Black) for EPSON L360	_____	_____
6	5	bottle	Computer Ink (Cyan) for EPSON L360	_____	_____
7	5	bottle	Computer Ink (Magenta) for EPSON L360	_____	_____
8	5	bottle	Computer Ink (Yellow) for EPSON L360	_____	_____
9	2	unit	Keyboard, USB Type (good quality)	_____	_____
10	2	unit	Mouse, USB type (good quality)	_____	_____
				Sub-Total	_____



LOT III						
1	10	can	Disinfectant Spray, 12oz	_____	_____	
2	5	piece	Doormat, oval, cloth (big)	_____	_____	
3	12	bottle	Liquid Handsoap w/ dispenser 225 ml. (Antibacterial)	_____	_____	
4	5	can	Multi Insect Killer (Odorless) 500 ml.	_____	_____	
5	25	bottle	Muriatic Acid-250 ml.	_____	_____	
			Sub-Total	_____	_____	
LOT IV						
1	20	pack	Trash Bag, black, thick type, large-13 x 13 x 32, 10's(large)	_____	_____	
LOT V						
1	1	unit	BP Apparatus Digital (good quality)	_____	_____	
2	5	unit	Scissor, stainless, big heavy duty #8	_____	_____	
			Sub-Total	_____	_____	
LOT VI						
1	2	unit	Horizontal Organizer, metal, 3 layers	_____	_____	
2	1	unit	Office Cabinets, good quality	_____	_____	
3	1	unit	TV rack, good quality	_____	_____	
4	2	unit	Vertical Organizer, metal, 3 layers	_____	_____	
			Sub-Total	_____	_____	
LOT VII						
1	8	piece	Blackout curtain, 90 inches with rings	_____	_____	
			x-x	_____	_____	
PURPOSE:			For use of City Health Office in connection with Anti-Smoking Program. (CY 2024)	TOTAL	=====	

 Company Name / Business Name & Address Name / Signature of Representatives Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0121 **DATE** : January 18, 2024

PURPOSE: FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH ANTI-SMOKING PROGRAM. (CY 2024)

OFFICE : CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 13, 2024

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	: 106,506.00	: 2,130.12	: 5,325.30
Lot 2	: 28,525.00	: 570.50	: 1,426.25
Lot 3	: 10,045.00	: 200.90	: 502.25
Lot 4	: 1,300.00	: 26.00	: 65.00
Lot 5	: 4,500.00	: 90.00	: 225.00
Lot 6	: 12,420.00	: 248.40	: 621.00
Lot 7	: 5,600.00	: 112.00	: 280.00

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

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

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