Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0219

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	The same	U PRICE	TOTAL
Note: (Lot I) Progress Billing Monthly Basis						
Delivery Term: (Lot II) 10 Working Days upon receipt of P.O.						
			LOT I. MEALS & SNACK	15	140	
1	1000	pax	SNACKS	72/		
			The state of the s	450 pax		
		-		150 p <mark>ax</mark>		
	1			200 pax		
_				200 pax		
2	200	pax	LUNCH	/ /		
			The same of the sa	100 pax		
_	222			100 pax		
3	200	pax	DINNER	100	Out Tatal	
				100 pax	Sub-Total	
			National Validation	100 pax		
LOT II MATERIALS & SUPPLIES						
1	2	pcs	Tarpaulin with Print 10x16			
2	10	pcs	Acrylic Plaque with Print			
3	10	pcs	Certificate Frame			
4	15	pcs	Lei			
7	10	pos	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Y-Y-Y-Y-Y-Y-Y-Y-Y-Y	Sub-Total	
PURPOSE:			For the use of City Planning & Devel	TOTAL		
			Office.			
			5 53			

Name / Signature of Representatives

Form & Amount of Bid Security

Company Name / Business Name & Address

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0219 DATE : January 30, 2024

PURPOSE: FOR THE USE OF CITY PLANNING & DEVELOPMENT COORDINATOR'S OFFICE.

OFFICE: CPDCO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., February 20, 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)

Lot 1 :

175,00<mark>0.00 : 3,500.0</mark>0 : 8,750.00 19,400.00 : 388.00 : 970.00

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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)

 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.

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

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

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

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

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