

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 9-24-01-0023

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.					
1	750	pcs	Ballpen (ordinary) black	_____	_____
2	425	pcs	Ballpen (ordinary) blue	_____	_____
3	200	pcs	Ballpen (ordinary) red	_____	_____
4	25	pcs	Battery AA	_____	_____
5	125	pcs	Battery AAA	_____	_____
6	30	pcs	bulldog clip 3'	_____	_____
7	94	pcs	cartolina light yellow	_____	_____
8	94	pcs	cartolina light pink	_____	_____
9	94	pcs	cartolina light sky blue	_____	_____
10	94	pcs	cartolina white	_____	_____
11	13	box	continuous paper 11 x 9.5 3 ply, carbonless, long	_____	_____
12	300	pcs	correction tape	_____	_____
13	500	pcs	folder long	_____	_____
14	125	pcs	folder green expander	_____	_____
15	38	pcs	highlighter marker yellow	_____	_____
16	8	pcs	lesson plan	_____	_____
17	10	pcs	logbook/record book 500 pages, wide page	_____	_____
18	63	roll	masking tape thick 2'	_____	_____
19	65	ream	mimeo paper white wove long sub 18	_____	_____
20	250	ream	mimeo paper white wove short sub 18	_____	_____
21	75	box	paper clip (50mm)	_____	_____
22	29	box	paper fastener plastic	_____	_____
23	41	pcs	marker pen black (refillable)	_____	_____
24	11	bot	marker pen ink refill (black)	_____	_____
25	125	pcs	sign pen black	_____	_____
26	30	pcs	sign pen green	_____	_____
27	1	pcs	stamping pad (big)	_____	_____
28	3	unit	Stapler (Heavy Duty)	_____	_____
29	188	ream	US bond long sub 20	_____	_____
30	263	ream	US bond short sub 20	_____	_____
31	6	bot	white glue	_____	_____
PURPOSE:			For the use of San Carlos City Hospital.	T O T A L	_____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 9-24-01-0023 **DATE** : January 5, 2024

PURPOSE: FOR THE USE OF SAN CARLOS CITY HOSPITAL.

OFFICE : CITY HOSPITAL

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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)			
:	251,386.75	:	5,027.74	:	12,569.34

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