

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0128

Page 1 of 2

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	50	piece	Record Book, (300 leaves, 11in x 8.5in)	_____	_____
2	10	ream	Mimeo Paper (long, whitewove, subs. 18)	_____	_____
3	10	ream	Mimeo Paper (short, whitewove, subs. 18)	_____	_____
4	10	ream	US Bond Paper (Long, 70 gsm)	_____	_____
5	10	ream	US Bond Paper (A4, 70 gsm)	_____	_____
6	50	piece	Correction Tape (5mm x 10m)	_____	_____
7	50	piece	Permanent Marking Pen (25-broad, black 25-fine, black)	_____	_____
8	10	box	Copy Printer Ink (CPI 10)	_____	_____
9	50	piece	Expanding Folder (hardbound, green) good quality	_____	_____
10	50	piece	Folder, long white	_____	_____
11	1000	piece	Brown Envelope (long), good quality	_____	_____
12	10	roll	Masking Tape (1 inch)	_____	_____
13	10	roll	Masking Tape (2 inches)	_____	_____
14	10	roll	Packaging Tape (2 inches)	_____	_____
15	10	roll	Transparent Tape (1 inch)	_____	_____
				Sub-Total	_____
LOT III					
1	70	bottle	Disinfectant Spray (Crisp Linen Scent) 510 gms.	_____	_____
2	40	bottle	Disinfectant Solution 500 ml. (Pine Scent)	_____	_____
3	30	pack	Detergent Powder 1000 gms.	_____	_____
4	90	bottle	Isopropyl Alcohol 70% Solution (500 ml)	_____	_____
5	100	roll	Antiseptic/Disinfectant Hypoallergenic w/ moisturizer Tissue Paper (2 ply)	_____	_____
				Sub-Total	_____
LOT IV					
1	4	gallon	Povidone iodine 10%	_____	_____
2	50	box	Disposable Face Mask (Earloop),50's	_____	_____
3	50	box	Examining Gloves Powder Free (25 bxs.- small; 25 bxs. - medium) 100's	_____	_____
4	10	box	Hypoallergenic Plaster (transparent) 1 inch, 12's	_____	_____
5	20	box	Disposable Surgical Gloves (Powder Free, anti cuff slip), (size 6 1/2 -15 bxs.; size 7-5 bxs.) 50's	_____	_____
6	10	pack	Cap Sheer Fit (blue, 21") 100's	_____	_____
7	50	pack	Cotton Balls (200 rolls/pack)	_____	_____
				Sub-Total	_____

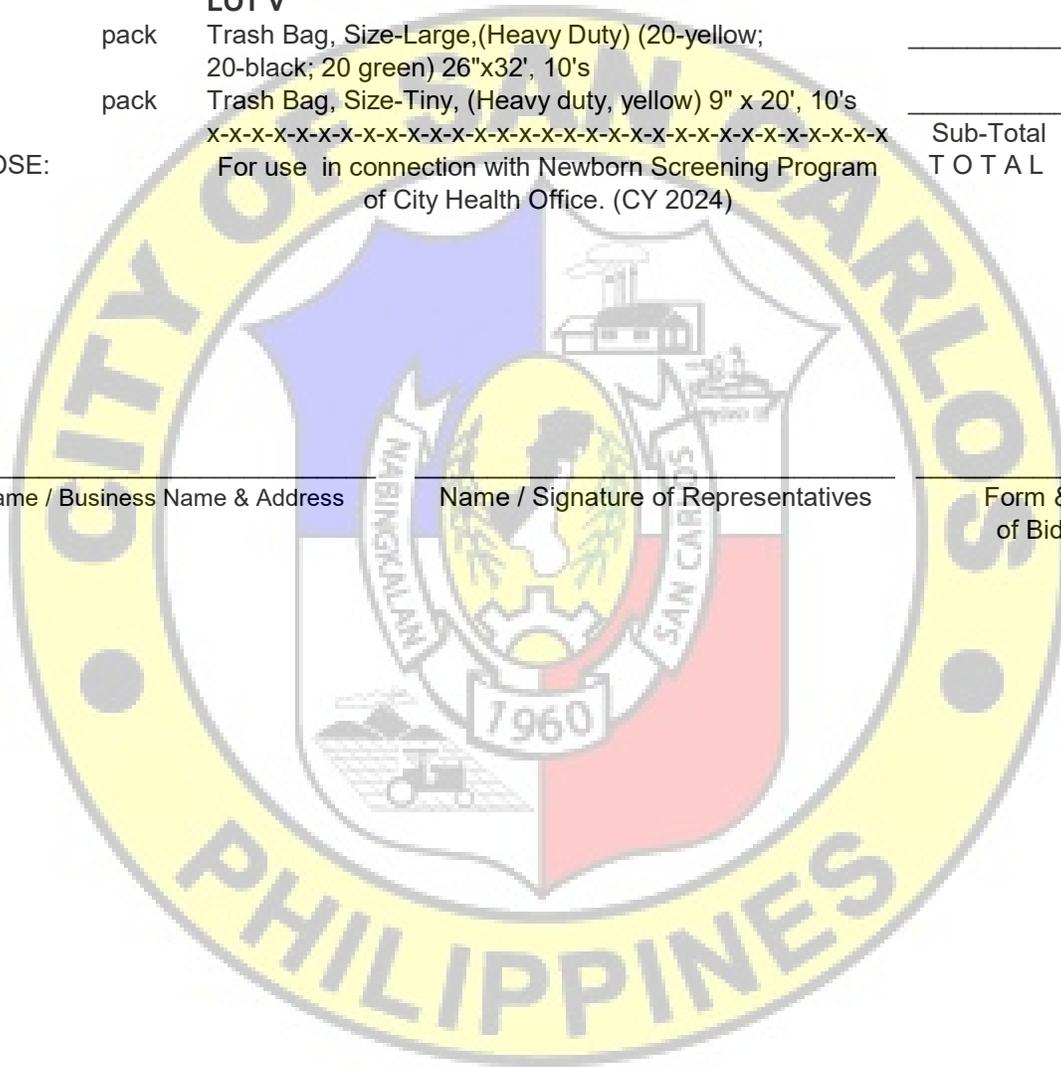
(Note: Item 4 & 5 of Lot IV, please drop sample)

LOT V

1	60	pack	Trash Bag, Size-Large,(Heavy Duty) (20-yellow; 20-black; 20 green) 26"x32', 10's	_____	
2	30	pack	Trash Bag, Size-Tiny, (Heavy duty, yellow) 9" x 20', 10's	_____	
				Sub-Total	_____
				TOTAL	=====

PURPOSE: For use in connection with Newborn Screening Program of City Health Office. (CY 2024)

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0128 **DATE** : January 18, 2024

PURPOSE: FOR USE IN CONNECTION WITH NEWBORN SCREENING PROGRAM OF CITY HEALTH OFFICE. (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	:	52,150.00	1,043.00
Lot 3	:	82,800.00	1,656.00
Lot 4	:	74,950.00	1,499.00
Lot 5	:	5,550.00	111.00

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
- 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.)
- 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