# Republic of the Philippines City of San Carlos Negros Occidental

### SHEET NO. 1

## **INVITATION TO BID**

PURCHASE REQUEST NO: 1-24-01-0197

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.** 

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
		Deli	very Te <mark>rm: (All Lots) 15 Working</mark> Days upon receipt	of P.O.	
	- 1	The state of the s	LOTI		
1	3	ream	US Bond Paper, A4, <mark>70 gsm</mark>	40	
2	30	piece	Folder, Long white		
3	5	piece	Permanent Marking <mark>Pen, fine, black</mark>		
4	5	roll	Masking Tape (1 inch)		
5	5	roll	Masking Tape ( 2 inches)		
	1		Y AT A M	Sub-T <mark>ota</mark> l	
			LOT II	9/	
1	5	bottle	Disinfectant solution 500 ml. (pine scent)		
2	2	bottle	Water-based multi insect killer spray, 600 ml.		
3	10	pack	Detergent powder 1000gms.		
4	5	piece	Laundry Soap		
5	3	piece	Broom (lanot)		
6	3	piece	Broom stick		
7	2	piece	Dustpan (medium, plastic)		
8	3	piece	Mop holder (wood) w/ mop head		
			~ LIPPII	Sub-Total	
			LOT III		
1	11	piece	Curtain 1.4m (color-light blue)		
2	17	piece	Curtain 1.5m (color-light blue)		
3	3	piece	Curtain 28" (color-light blue)		
4	2	piece	Curtain 30" (color-light blue)		
5	3	piece	Curtain Rod 80" with holder		
6	10	piece	Curtain Rod 120" with holder		
7	4	piece	Fitted Bed Sheet 4x30x75 (color-light blue)		
8	4	piece	Pillows (Hypoallergenic, 18"x28")		
9	4	piece	Pillow case, 18"x28" (color-light blue)		
				Sub-Total	
			LOT IV		
1	1	service	Installation of curtain rods		
_		_	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 the Community Based	TOTAL	
			Rehabilitation Program of City Health Office (CY 2024).		
	nany Nama	/ Pusings Na	ame & Address Name / Signature of Representatives	Form & /	\mount
Com	pany name	: / Dusiness Na	inie a Audress — iname / olymature di Representatives	roiii & /	-tiil∪uiil

of Bid Security

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-01-0197 **DATE**: January 26, 2024

FOR USE IN CONNECTION WITH THE COMMUNITY BASED REHABILITATION PROGRAM OF CITY PURPOSE:

HEALTH OFFICE (CY 2024).

OFFICE: CHO

Lot 1

Lot 2

Lot 3

Lot 4

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., February 27, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT BID SECURITY

Cash/ Manager's Check/ Surety Bond Bank Draft/Guarantee (5% of ABC) (2% of ABC) 1,720.00 34.40 86.00 5,360.00 107.20 **26**8.00 903.10 18,062.00 361.24 500.00 10.00 25.00

#### TERMS & CONDITIONS

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,

if issued by a foreign bank. c) Surety Bond callable upon

: Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance

to issue such security. d) Any combination of the foregoing

Commission as authorized

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

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

e) Bid Securing Declaration

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

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- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions. 8.

SGD ATTY. ESTEFANIO S. LIBUTAN, JR. City Administrator / BAC Vice-Chairman **BIDS & AWARDS COMMITTEE**