## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0225

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
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.					
		631	LOT I	100	
1	153	piece	Ballpen (black, gel p <mark>en, go</mark> od <mark>quality)</mark>		
2	48	piece	Ballpen (blue-24;red- <mark>24, gel</mark> pen, good quality)	Description of the last of the	
3	12	ream	Bond Paper (A4)		
4	25	ream	US Bond Paper (Short, Sub-20)		
5	7	ream	US Bond Paper (Long, sub. 20)		
6	101	piece	Brown Envelope, long		
7	50	piece	Correction Tape (5m x 8mm)		
8	150	piece	Expanding Envelope w/ tie (long, hardbound)		
9	250	piece	Expanding Folder (long, hardbound, red) GQ		
10	50	piece	Folder (long, 14 pts)		
11	50	rea <mark>m</mark>	Paper Clip (Jumbo)		
12	84	piece	Permanent Marking Pen broad (black fine-24; broad - 60)		
13	85	piece	Plastic Envelope (long) good quality)		
14	10	piece	Record Book 300 pages (11""x8.5")		
			X LIPPIN	Sub-Total	
			LOT II		
1	2,200	tablet	Clonidine 75 mcg. Tab.		
			LOT III		
1	30	piece	Tarpauline (2 meters x 1 meter) bearing		
			" Is your heart safe? Come! Lets make		
			a Lifestyle Change"		
			Pls. see attached Sample		
			NOTATION: LOT II		
			1. Must submit latest CPR of each product issued by FDA do	uring bidding.	
			2. Supplier should be a CGMP Holder during bidding.		
			3. Must submit samples of each product during bidding.		
			4. Expiration at least two (2) years from date of delivery.		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE	:	For use of City Health Office in connection with the	TOTAL	
			Updates on Latest Management on Lifestyle Diseases		
			Program. (CY 2024)		

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0225 DATE : January 30, 2024

PURPOSE: FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH THE UPDATES ON LATEST

MANAGEMENT ON LIFESTYLE DISEASES PROGRAM. (CY 2024)

OFFICE: CHO

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

36,000.00

29,986.00

9,000.00

BID SECURITY

Cash/ Manager's Check/
Bank Draft/Guarantee
(2% of ABC)

720.00
599.72
1,499.30
180.00
450.00

Lot 1 Lot 2 Lot 3

## **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:

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

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 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

: Proportionate to share form with respect

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

to total amount of security

e) 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

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