

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0246

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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	3	pack	Coli Kat Rapid (1 pack of 100 test for 100 ml water)	_____	_____
2	12	pack	Sample Vessels 120 ml. Sodium Thiosulfate (100 vessels, sterile, 100 ml mark)	_____	_____
				Sub-Total	_____
Note: Item 1 & 2 expiry date 2 years from the date of delivery					
LOT II					
1	21	pack	Chlorine, free, DPD method, reagents for 25 tests (free chlorine)	_____	_____
LOT III					
1	1	unit	UV Cabinet	_____	_____
2	1	gallon	Denatured Alcohol- 1 gallon	_____	_____
3	3	boxes	Ziplock 100's resealable bag	_____	_____
				Sub-Total	_____
LOT IV					
1	6	pack	Sticker Paper (A4, glossy) 10's	_____	_____
2	20	pack	Special Paper (green) 20's	_____	_____
3	10	pack	Special Paper (yellow) 20's	_____	_____
				Sub-Total	_____
LOT V					
1	8	bottle	Computer Ink (Black) for EPSON 360	_____	_____
2	6	bottle	Computer Ink (Cyan) for EPSON 360	_____	_____
3	5	bottle	Computer Ink (Yellow) for EPSON 360	_____	_____
4	5	bottle	Computer Ink (Magenta) for EPSON 360	_____	_____
				Sub-Total	_____
LOT VI					
1	60	piece	Ballpen (black) good quality	_____	_____
2	10	ream	US Bond Paper, long (70 gsm)	_____	_____
3	10	ream	US Bond, Paper Short (70 gsm)	_____	_____
4	100	piece	Expanding Folder, long, hardbound, GQ	_____	_____
5	15	roll	Masking Tape 2"	_____	_____
6	11	box	Paper Clip (vinyl, coated, small)	_____	_____
7	12	piece	Permanent Marking Pen (black, fine)	_____	_____
8	15	book	Record Book 300 pages (11x8.5)	_____	_____
9	3	piece	Stamping Pad# 1 (black)	_____	_____
10	3	bottle	Stamping Pad Ink (black)	_____	_____
11	3	piece	Stapler No. 35 heavy duty (big)	_____	_____
12	6	box	Staple Wire # 35	_____	_____
				Sub-Total	_____

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0246 **DATE** : February 1, 2024

PURPOSE: FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH WATER & ENVIRONMENTAL SANITATION 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

BID SECURITY

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	:	249,000.00	4,980.00
Lot 2	:	29,400.00	588.00
Lot 3	:	36,750.00	735.00
Lot 4	:	8,610.00	172.20
Lot 5	:	9,216.00	184.32
Lot 6	:	17,340.00	346.80
Lot 7	:	2,660.00	53.20

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

2. 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.)

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