Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0277

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	151	ARTICLES	011	U PRICE	TOTAL
1 2 3 4 5 6 7	100 50 50 45 50 50 84	packs jars packs packs bots boxes packs	Lot I: Assorted Loc Assorted Peanut 200 Peanut Butter 370g Ground Coffee 100g Tablea 160g Hot Sauce 160ml Royal Bibingka (4pcs Biscocho de mani Lot II: Tokens Welcome Leis	SAW CARIL		Sub-Total	
2	100	pcs	Note: * Progress billing * Schedule of activition to be determined by	es and number of participy the end-user		Sub-Total	
	PURPOSE:		Resource Persor	e Tokens and welcome g ns/Office guests for the y	ear 2024.	TOTAL =	
Company Name / Business Name & Address				Name / Signature of Representatives		Form & Amount of Bid Security	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0277 DATE : February 7, 2024

PURPOSE: FOR USE AS OFFICE TOKENS AND WELCOME GESTURE TO RESOURCE PERSONS/OFFICE

GUESTS FOR THE YEAR 2024.

OFFICE: NEGOSYO CENTER

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

77,000.00

BID SECURITY

Cash/ Manager's Check/ Bank Draft/Guarantee

(2% of ABC) (5% of ABC)

(2% of ABC)

Surety Bond

3,850.00

Lot 1 :

71,500.00 : 1,430.00 : 3,575.00

TERMS & CONDITIONS

1. 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 by a Universal or Commercial Bank

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

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

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

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 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

to total amount of security

e) Bid Securing Declaration

2. 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