

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0296

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 (for MIO #2 & 3)					
1	2	piece	Battery Assy.	_____	_____
2	2	set	Brake Pad	_____	_____
3	2	set	Brake Shoe	_____	_____
4	2	piece	V- Belt	_____	_____
5	12	piece	Weight Set	_____	_____
6	6	set	Slider Set	_____	_____
7	2	piece	Oil Seal (Crank case)	_____	_____
8	2	piece	Oil Seal (Crank shaft)	_____	_____
9	2	piece	Air Cleaner	_____	_____
10	2	piece	Spark plug	_____	_____
11	2	piece	Fuel filter	_____	_____
12	2	piece	Shock Absorber Assy.	_____	_____
13	2	bottle	AT Blue Core	_____	_____
14	2	bottle	Gear Oil	_____	_____
15	2	bottle	Brake fluid	_____	_____
16	2	bottle	Injector Cleaner	_____	_____
17	2	service	Labor	_____	_____
				Sub-Total	_____
LOT II (for NMAX #1)					
1	1	piece	Front Flasher Light Assy. 2	_____	_____
2	3	piece	Screw, Tapping	_____	_____
3	1	piece	Panel 2	_____	_____
4	1	piece	Emblem	_____	_____
5	1	piece	Cover, Side 4	_____	_____
6	1	piece	Board, Footrest	_____	_____
7	1	piece	Mole, Side Cover 2	_____	_____
8	1	service	Labor	_____	_____
				Sub-Total	_____
LOT III (for NMAX #10)					
1	1	piece	Tire 130/70 R13 - Tubeless	_____	_____
2	1	piece	Tire 110/70 R13 - Tubeless	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	_____
For use of service vehicles, MIO #2, #3, NMAX #1 and NMAX #10 of the City Mayor's Office.					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0296 **DATE** : February 12, 2024

PURPOSE: FOR USE OF SERVICE VEHICLES, MIO #2, #3, NMAX #1 AND NMAX #10 OF THE CITY MAYOR'S OFFICE.

OFFICE : CMO

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	:	20,110.00	402.20
Lot 2	:	3,270.00	65.40
Lot 3	:	11,200.00	224.00

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 (per City Ordinance No. 23-21, Series of 2023.) P 500.00
- 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