Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

REBIDDING LOT 1-A & LOT 4

of Bid Security

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-01-0094

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**.

II⊏IVI#	QII.	UNIT	ARTICLES	UPRICE	TOTAL	
1	317	box	Delivery Term: 15 Working Days upon receipt of P. LOT 1-A Chlorpromazine 100mg. Tablet, 100's			
1 2 3 4	150 25 400 10	piece ream piece book	LOT IV Ballpen (fine, black-100;red-20;blue-30) US Bond Paper (Short) Brown Envelope (long) Record Book 300 pages (11"x8.5") NOTATION: LOT I 1. Must submit latest CPR of each product issued by FDA during 2. Manufacturer should be a CGMP Holder during bidding. 3. Must submit sample of each product during bidding. 4. Expiration at least two (2) years from date of delivery.	Sub-total: bidding.		
F	PURPOSE	≣:	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL =		
Company Name / Business Name & Address Name / Signature of Representatives					Form & Amount	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-01-0094 **DATE**: January 15, 2024

FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH MENTAL HEALTH PROGRAM (CY 2024) **PURPOSE:**

OFFICE: CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., March 5, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/

Bank Draft/Guarantee (5% of ABC)

(2% of ABC)

Surety Bond

Lot 1-A Lot 4

131,872.00 2,637.44 **6,5**93.60 11,200.00 224.00 560.00

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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.

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

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.

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

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

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

- 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.
- 6. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**