

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0302

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	100	piece	Ballpen, 0.5 gel pen, Red 24; Blue-24; black 52	_____	_____
2	10	ream	Bond Paper, US long, Sub. 20	_____	_____
3	20	ream	Bond Paper, US short, Sub. 20	_____	_____
4	10	ream	Bond Paper (ordinary), short	_____	_____
5	10	ream	Bond Paper (ordinary), long	_____	_____
6	6	piece	Copy Printer Ink (CPI 10)	_____	_____
7	40	piece	Correction Tape (5m x 8 mm) GQ	_____	_____
8	17	piece	Folder, white, short	_____	_____
9	50	piece	Folder, white long	_____	_____
10	10	bottle	Glue (135 gms., non Toxic)	_____	_____
11	26	roll	Masking Tape 1 inch (2 x 100)	_____	_____
12	50	ream	Mimeo Paper, long. S-18	_____	_____
13	25	box	Paper Clip, vinyl, coated, small	_____	_____
14	30	box	Paper Fastener (Plastic)	_____	_____
15	12	piece	Permanent Marking Pen Fine,black	_____	_____
16	10	piece	Record Book, long 300's (8.5" x 11")	_____	_____
				Sub-Total	_____
Lot II					
1	2	tin	Disinfectant Spray - 18oz	_____	_____
2	10	bottle	Isopropyl Alcohol 70% (500 ml.) Solution Antiseptic/ Disinfectant Hypoallergenic w/ moisturizer	_____	_____
3	15	bottle	Muriatic Acid 250 ml.	_____	_____
4	5	pack	Soap Powder (Anti-bacterial) 500 gms.	_____	_____
5	120	roll	Tissue Paper (2ply)	_____	_____
				Sub-Total	_____
Lot III					
1	1	piece	Computer Keyboard, USB Type	_____	_____
2	16	bot.	Computer Ink (BLACK, Genuine) for EPSON L360	_____	_____
3	1	piece	Computer Mouse, USB Type	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	_____
For use in connection with Zero Open Defecation Program of City Health Office (CY 2024)					_____

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 : 1-24-02-0302 **DATE** : February 13, 2024

PURPOSE: FOR USE IN CONNECTION WITH ZERO OPEN DEFECATION PROGRAM OF CITY HEALTH OFFICE (CY 2024)

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 (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	:	38,211.00	764.22
Lot 2	:	4,845.00	96.90
Lot 3	:	6,944.00	138.88

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

- 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**