

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0300

Page 1 of 2

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 OFFICE SUPPLIES					
1	7	ream	Bond Paper, US (A4)	_____	_____
2	8	ream	Bond Paper, US, S-20 Long	_____	_____
3	8	ream	Bond Paper, US, S-20 Short	_____	_____
4	12	pcs	Folder, white, long	_____	_____
5	11	pcs	Folder, white, short	_____	_____
6	15	pcs	Folder, green, long	_____	_____
7	15	pcs	Folder, yellow, long	_____	_____
8	15	pcs	Folder, red, long	_____	_____
9	15	pcs	Folder, blue, long	_____	_____
10	15	pcs	Folder, orange, long	_____	_____
11	15	pcs	Folder, pink, long	_____	_____
12	3	box	Paper Fastener, plastic	_____	_____
13	19	pcs	Manila Paper	_____	_____
14	5	roll	Transparent tape 1"	_____	_____
15	8	pcs	Correction Tape	_____	_____
16	9	pcs	Broad Pentel Pen (black)	_____	_____
17	4	pcs	Highlighter Marker (green)	_____	_____
18	9	pcs	Sign Pen 0.5m (black)	_____	_____
19	9	pcs	Sign Pen, 0.5m (Blue)	_____	_____
20	5	pcs	Masking Tape 1/2"	_____	_____
21	10	pack	Certificate paper, 185gsm, Beige, 8 1/2 x 13" 20 shts/pack	_____	_____
22	1	box	Ballpen, Ordinary, Black	_____	_____
23	1	box	Ballpen, ordinary, Blue	_____	_____
24	5	pcs	Marking Pen for whiteboard, blue, fine	_____	_____
25	4	pcs	Record Book 150 pages	_____	_____
26	2	box	Pencil #2	_____	_____
27	1	pcs	Double Side Tape	_____	_____
28	3	pack	Photopaper, A4 glossy	_____	_____
29	3	bottle	Glue, 130g	_____	_____
30	10	pcs	Cartolina, assorted colors	_____	_____
31	4	pc	Envelope, plastic, long with handle	_____	_____
				Sub-Total	_____
LOT II					
1	1	pcs	White Board 48 x 96	_____	_____

FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0300 **DATE** : February 12, 2024

PURPOSE: TO BE USED FOR LIVELIHOOD ASSOCIATION DEVELOPMENT STRENGTHENING PROGRAM (LADSP).

OFFICE : AGRI

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , March 12, 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	:	12,758.00	637.90
Lot 2	:	6,200.00	310.00
Lot 3	:	2,940.00	147.00
Lot 4	:	600.00	30.00

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