

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0455

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: (For Lots III, IV, V-A and V-B) 10 Working Days upon receipt of P.O.					
LOT I: ACCOMMODATION					
1	6	night	Deluxe Room with two(2) single beds and breakfast good for two(2) @ 5-rooms per night (March 17-22, 2024)		
LOT II: MEALS AND SNACKS with FUNCTION HALL					
1	5	days	Morning Snacks @50 pax (March 18-22, 2024)		
2	5	days	Lunch @50 pax (March 18-22, 2024)		
3	5	days	Afternoon Snacks @50 pax (March 18-22, 2024)		
4	15	packs	PM Snacks (March 17, 2024)		
5	6	nights	Dinner (March 17-22, 2024) @ 10 pax per night		
Inclusion:				Sub-Total	
Twelve (12) Hours of Usage of Big Function Hall (good for 200 pax), Sound System w/ four (4) wireless Microphones, Two (2) Projector Screens, Tables and Chairs (good for 50 pax).					
LOT III: TARPAULIN					
1	1	pc	Welcome Streamer (3ft x 8ft) design attached		
2	1	pc	Backdrop Streamer (163 in x 91.5 in)		
				Sub-Total	
LOT IV: TRAINING ACTIVITY SHIRT					
1	50	pc	Activity Shirt (sublimation w/ print) design attached		
LOT V- A: TOKEN OF APPRECIATION					
1	50	pack	Peanuts (Garlic Coated) 250grams/pack		
LOT V- B: TOKEN OF APPRECIATION					
1	6	pcs	Tote Bag (color: cream white) design attached		
PURPOSE:			To be used for the Post-Disaster Needs Assessment for the City Government of San Carlos in partnership with the Office of Civil Defense Regional Office VI on March 17-22, 2024. To be held in San Carlos City, Negros Occidental.	TOTAL	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0455 **DATE** : February 29, 2024

PURPOSE: TO BE USED FOR THE POST-DISASTER NEEDS ASSESSMENT FOR THE CITY GOVERNMENT OF SAN CARLOS IN PARTNERSHIP WITH THE OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VI ON MARCH 17-22, 2024. TO BE HELD IN SAN CARLOS CITY, NEGROS OCCIDENTAL.

OFFICE : CDRRMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , March 12, 2024

PLACE : BAC Secretariat Office/CMO Extension Office

	<u>AMOUNT OF CONTRACT</u>		<u>BID SECURITY</u>			
			Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)		
Lot 1	:	75,000.00	:	1,500.00	:	3,750.00
Lot 2	:	255,750.00	:	5,115.00	:	12,787.50
Lot 3	:	1,700.00	:	34.00	:	85.00
Lot 4	:	35,000.00	:	700.00	:	1,750.00
Lot 5-A	:	9,250.00	:	185.00	:	462.50
Lot 5-B	:	1,500.00	:	30.00	:	75.00

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 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)
 - 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. : Five percent (5%) of the ABC (See above)
 - 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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

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