

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 9-24-02-0351

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: 15 Working Days upon receipt of P.O.					
1	2250	pcs	Ballpen (ordinary) black		
2	1275	pcs	Ballpen (ordinary) blue		
3	600	pcs	Ballpen (ordinary) red		
4	75	pcs	Battery AA		
5	375	pcs	Battery AAA		
6	90	pcs	bulldog clip 3'		
7	281	pcs	cartolina light yellow		
8	281	pcs	cartolina light pink		
9	281	pcs	cartolina light sky blue		
10	281	pcs	cartolina white		
11	38	box	continuous paper 11 x 9.5 3 ply, carbonless, long		
12	900	pcs	correction tape		
13	1500	pcs	folder long		
14	375	pcs	folder green expander		
15	113	pcs	highlighter marker yellow		
16	23	pcs	lesson plan		
17	30	pcs	logbook/record book 500 pages, wide page		
18	188	roll	masking tape thick 2'		
19	195	ream	mimeo paper white wove long sub 18		
20	751	ream	mimeo paper white wove short sub 18		
21	225	box	paper clip (50mm)		
22	86	box	paper fastener plastic		
23	124	pcs	marker pen black (refillable)		
24	34	bot	marker pen ink refill (black)		
25	375	pcs	sign pen black		
26	90	pcs	sign pen green		
27	4	pcs	stamping pad (big)		
28	8	unit	Stapler (Heavy Duty)		
29	563	ream	US bond long sub 20		
30	788	ream	US bond short sub 20		
31	19	bot	white glue		
PURPOSE:			For the use of San Carlos City Hospital.	T O T A L	

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 9-24-02-0351 **DATE** : February 16, 2024

PURPOSE: FOR THE USE OF SAN CARLOS CITY HOSPITAL.

OFFICE : CITY HOSPITAL

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)			
:	750,941.25	:	15,018.83	:	37,547.06

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.) ₱ 1,000.00
- 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