

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0439

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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 Devices					
1	1	pc	Stapler, HD-50DF, big	_____	_____
2	10	pc	Stapler, HD-50/50R, good quality	_____	_____
3	10	pc	Calculator (12 digits, extra large display, key rollover, 2 way power)	_____	_____
4	1	pc	Paper Puncher, big, HD, 2-hole, heavy duty	_____	_____
				Sub-Total	_____
Lot II. Office Supplies					
1	120	pc	Ballpen, ordinary, black	_____	_____
2	10	box	Binder Clip, 2" wide	_____	_____
3	20	ream	Bondpaper, US, long, Subs 20, 500 sheets/ream	_____	_____
4	20	ream	Bondpaper, US, short, Subs 20, 500 sheets/ream	_____	_____
5	100	pc	Cartolina, color: white	_____	_____
6	20	pack	Certificate Board, 185gsm, short, Ivory (20shts/pack)	_____	_____
7	10	pc	Columnar book, 5 columns	_____	_____
8	20	pc	Correction Tape	_____	_____
9	20	pc	Data File box, single	_____	_____
10	50	pc	Envelope, Brown, Long	_____	_____
11	50	pc	Envelope, Brown, Short	_____	_____
12	50	pc	Folder, white, long	_____	_____
13	50	pc	Folder, white, short	_____	_____
14	20	pc	Marking Pen, Black, broad	_____	_____
15	10	pc	Marking Pen, Blue, broad	_____	_____
16	10	pc	Marking Pen, Red, broad	_____	_____
17	15	roll	Masking Tape, 1"	_____	_____
18	10	box	Paper Clip, Big	_____	_____
19	60	pc	Pencil, #2	_____	_____
20	10	pack	Photopaper, A4, glossy (20shts/pack)	_____	_____
21	20	pc	Record Book ,150 pages	_____	_____
22	30	pc	Sign Pen, 0.5, black	_____	_____
23	10	pc	Stamp Pad, small, #3	_____	_____
24	10	box	Staple Wire, No. 35	_____	_____
				Sub-Total	_____
Lot III.					
1	10	gals	Alcohol, Isopropyl, 4 ltrs/gal	_____	_____

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0439 **DATE** : February 27, 2024

PURPOSE: FOR USE IN TECHNICAL AND MARKET SUPPORT FOR INTEGRATED FARMING SYSTEM, CITY AGRICULTURE OFFICE, THIS CITY.

OFFICE : AGRI

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , March 19, 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	:	12,253.00	612.65
Lot 2	:	25,649.00	1,282.45
Lot 3	:	5,590.00	279.50
Lot 4	:	22,800.00	1,140.00

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