

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-02-0446**

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
<b>Delivery Term: (All Lots) Days upon receipt of P.O.</b>					
<b>Lot I</b>					
1	200	packs	Rice (Individual packed in Ecobag at 2 kilos per pack)	_____	_____
<b>Lot II: Assorted Grocery Items</b>					
1	200	cans	Corned Beef 150 grams	_____	_____
2	200	cans	Meat Loaf 150 grams	_____	_____
3	200	cans	Tuna Afritada 150 grams	_____	_____
4	200	packs	Coffee 50 grams	_____	_____
5	200	packs	Mamon 43g X 6	_____	_____
6	300	pack	Juice Drink 250ml	_____	_____
				Sub-Total	_____
<b>Lot III: School Supplies</b>					
1	50	pcs.	Long Zippered Plastic Envelop with handle	_____	_____
2	100	pcs.	Pencil	_____	_____
3	50	box	Crayon 16s per box	_____	_____
4	50	pcs.	Ruler Plastic 12 inches	_____	_____
5	50	pcs.	Rubber Eraser	_____	_____
6	50	pcs.	Sharpener	_____	_____
7	50	pcs.	White hand Towel 28cmX52cm	_____	_____
8	50	pad	Grade I Paper pad	_____	_____
				Sub-Total	_____
<b>Lot IV: Meals</b>					
1	200	pax	Lunch	_____	_____
2	300	pax	Snacks (AM & PM) (150 AM & 150 PM)	_____	_____
				Sub-Total	_____
<b>PURPOSE:</b>				<b>T O T A L</b>	=====
			For use of Sangguniang Panlungsod Office SP CARES Barangay outreach activity and supplemental literacy program.		

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** : 1-24-02-0446 **DATE** : February 28, 2024

**PURPOSE:** FOR USE OF SANGGUNIANG PANLUNGSOD OFFICE SP CARES BARANGAY OUTREACH ACTIVITY AND SUPPLEMENTAL LITERACY PROGRAM.

**OFFICE :** SP

**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	:	24,000.00	:	480.00	:	1,200.00
Lot 2	:	57,500.00	:	1,150.00	:	2,875.00
Lot 3	:	13,250.00	:	265.00	:	662.50
Lot 4	:	105,000.00	:	2,100.00	:	5,250.00

### **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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
  - Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.
  - Surety Bond callable upon : Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
  - 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**