Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-03-0534

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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 Calendar Days upon receipt of P.O.									
LOT I - OFFICE SUPPLIES									
1	3	box	Ballpen 0.5, (Blue) 50 pcs./box	47					
2	2	box	Ballpen 0.5, (Red) 50 pcs./box						
3	5	box	Ballpen 0.5, (Black) 50 pcs./box						
4	5	box	Ink Gel Pen (0.5) Black 12pcs./box						
5	2	box	Ink Gel Pen (0.5) Blue 12pcs./box						
6	3	box	Ink Gel Pen (1.0) Black 12pcs./box	9/					
7	3	box	Ink Gel Pen (1.0) Blue 12pcs./box						
8	3	box	Ink Gel Pen (1.0) Red 12pcs./box						
9	60	ream	Bond Paper Substance 20 (Short) 80gsm						
10	60	r <mark>eam</mark>	Bond Paper Substance 20 (Long) 80gsm						
11	60	ream	Bond Paper (A4) 80gsm						
12	30	piece	Correction Tape	/					
13	10	piece	Transparent Tape 2"						
14	10	piece	Transparent Tape 1"						
15	10	piece	Masking Tape 2"						
16	10	piece	Masking Tape 1"						
17	10	piece	Duck Tape 2" x 10yrds						
18	10	piece	Double Sided Tape 1" (Big)						
19	300	piece	Folder Expandable (Long) Green						
20	50	piece	Manila Paper						
21	30	piece	Portfolio Expandable Envelope Long (Colored)						
22	30	piece	Portfolio Expandable Envelope Long (Plastic w/ handle)						
23	500	piece	Letter Envelope (White) Long	· · · · · · · · · · · · · · · · · · ·					
24	10	box	Pencil 12pcs./box						
25	10	piece	Glue (Big) 130g						
26	20	piece	Clip Board with Cover (Plastic) Long						
27	300	piece	Folder Long (White)						
28	30	piece	Plastic Envelope (Long)						
29	30	piece	Plastic Envelope (Short)						
30	200	piece	Clear Folder with Hardback Cover (Long)						
31	10	box	Staple Wire #35 5,000strip staples/box						
32	10	box	Plastic Paper Fastener 50pcs./box						
33	10	box	Binder Clip (1 inch) 12pcs./box						
34	10	box	Paper Clip (50mm) 100pcs./box						
35	10	piece	Plastic Comb Ring Binder (Black) 1 inch						

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36	10	piece	Plastic Comb Ring Binder (Black) ½ inch		
37	5	box	Permanent Marker Fine (Black) 12pcs./box_		
38	5	box	Permanent Marker Fine (Blue) 12pcs./box		
39	2	box	Permanent Marker Fine (Red) 12pcs./box		
40	5	box	White Board Marker (Black) 12pcs./box		
41	5	box	White Board Marker (Blue) 12pcs./box		
42	2	box	White Board Marker (Red) 12pcs./box		
43	20	p <mark>ack</mark>	Sticky Notes (Assorted Color) 3" x 4"		
44	15	piece piece	Highlighter Pen (Assorted Color)		
45	10	pack	Sticker Glossy Photo Paper 10sheets/pack A4		
46	10	pack	Glossy Photo Paper (A4) 20sheets/pack		
47	10	pack	Special Paper 200gsm (Pale Cream) Short	1	
48	10	pack	Special Paper 200gsm (Pale Cream) A4		
49	10	pack	Special Paper 200gsm (Soft Green) Short	I O L	
50	10	pack	Special <mark>Paper 200gs<mark>m (Sof</mark>t Gr<mark>een)</mark> A4</mark>		
51	100	piece	Steno Notebook	1.40	
				Sub-Total	
			LOT II - JANITORI <mark>AL SUPPLIES</mark>		
1	500	pack	Detergent Powder 70g		
2	40	tin	Distillectant Spray (big) 3 tog		
3	15	bottle	Disinfectant Concentrate 500ml		
4	15	bottle	Toilet Cleaner 500ml		
5	40	bottle	Multi Purpose Bleach 1000ml		
6	30	piece	Diswashing Paste with Sponge, 200g		
7	4	box	Bathroom Tissue 96rolls/bag		
8	10	tin	Insect Spray		
9	5	pi <mark>ece</mark>	Broom Whisk		
10	10	piec <mark>e</mark>	Mop Handle (Steel) with Mop Head		
11	10	bottle	Glass & Multi-Surface Cleaner 500ml (Spray Type)		
12	25	bottle	Fabric Conditioner 1000ml		
13	25	bottle	Muri <mark>atic Acid</mark> 1000ml		
14	4	bottle	Car Sham <mark>poo with Carnauba W</mark> ax 2 liters		
15	40	pack	Trash Bag (Black <mark>) 18.5 x 18.5 10pcs./p</mark> ack		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Sub-Total	
PURPOSE:		E:	To be used for the City Disaster Risk Reduction and	TOTAL	
			Management Office. (CDRRMO)	•	

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

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-03-0534 DATE : March 13, 2024

PURPOSE: TO BE USED FOR THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE. (CDRRMO)

OFFICE: CDRRMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., April 16, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

70,896.75

BID SECURITY

Cash/ Manager's Check/ Surety Bond

Bank Draft/Guarantee (2% of ABC)

1,417.94

(5% of ABC)

<mark>3,</mark>544.84

119,889.50 : 2,397.79 : 5,994.48

Lot 1 Office Supplies
Lot 2 Janitorial Supplies

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

: Two percent (2%) of the ABC (See above)

: Two percent (2%) of the ABC (See above)

: Five percent (5%) of the ABC (See above)

in favor of City Treasurer of San Carlos City.
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.

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.

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 (per City Ordinance No. 23-21, Series of 2023.)

P 500.00

- 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