## Republic of the Philippines City of San Carlos Negros Occidental SHEET NO. 1

## **INVITATION TO BID**

PURCHASE REQUEST NO: 1-24-03-0546

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**.

of the government to be opened on the date, place and time stated in INSTRUCTION TO BIDDERS.									
ITEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL				
			Lot I: FUEL						
1	60	Itrs	Premium Gasoline	-					
2	340	Itrs	Diesel Fuel						
2	340	lus	Diesei Fuel	Sub-Total					
	- /	4	Lot II: ROOM ACCOMODATION (July 06,2024 - Tentative Date)						
1	20	roome	Standard Rooms (Good for 2 pax)						
'	20	rooms	Standard Rooms (Good for 2 pax)						
		291	Lot III: MEALS and SNACKS (July 06 & 7,2024 - Tentative Date	40					
			Lot III-A: Meals to be serve at the venue						
1	70	servings	Meals (Breakfast Buffet Style)	De de de					
2	70	servings	Meals (Lunch Buffet Style)						
3	140	servings	Snacks (AM & PM)						
3	140	servings	SHACKS (AIVI & FIVI)	Sub-Total					
	1		Lot III-B: Dine in Meals	Sub-Total					
1	40	servings	Meals (Dinner Buffet Style)						
2	40	servings							
2	40	servings	Meals (Breakfast Buffet Style)	Sub-Total					
			Lot IV: TOKENS & CERTIFICATES	Sub-10tal					
1	5	pcs.	Vellum Paper, Long size (10 pcs per pack)						
2	20	pack	Certificate Frame with glass (8.5x13)	<del>/</del>					
3	50	pcs.	Customized/Personalized Mugs						
4	50	pack	Packed Native Coffee (250grams/pack) With pouch						
7	30	pack	- acked Mative Collee (230grafils/pack) With podel	Sub-Total					
			Lot V: INFORMATIVE MATERIALS (PRINTING)	Oub-Total					
1	1	рс.	Tarpaulin (6ft x 10ft)						
2	1	pc. pc.	Tarpaulin (10ft x 10ft)						
3	12	pcs.	Tarpaulin (4ft x 8ft)						
0	12	pc3.	Tarpadiii (41t x oit)	Sub-Total					
			Lot VI: OTHER EXPENSES	Oub-10tai					
			Communication Expenses						
1	6	pcs.	Load Card for Smart provider worth 500 load						
'	O	pc3.	NOTE: LOT I is as per withdrawal basis						
			NOTE: Please see menu for LOT 3						
			NOTE: Winning bidder of LOT 3-A, must provide running	water					
			coffee and table skirting	, water,					
			NOTE: Winning bidder of LOT 3-B, must have dine in ser	rvice					
			NOTE: Delivery Term for LOT 4&5 is on JUNE 14,2024	VICC					
			NOTE: Winning Bidder of LOT 5 -See attached Sample						
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-						
	PURPOSE:		For the use of Job Fair & Serbisyo Caravan 2024.	TOTAL					
			. 1 acc c. cca . a a. colonojo calaran 202 ii						

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-03-0546 DATE : March 14, 2024

PURPOSE: FOR THE USE OF JOB FAIR & SERBISYO CARAVAN 2024.

OFFICE: PESO

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

PLACE: BAC Secretariat Office/CMO Extension Office

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

		AMOUNT OF CONTRACT	BID SE	BID SECURITY	
	0	Black Company	Cash/ Manager's Check/ Bank Draft/Guarantee	Surety Bond	
		12112	(2% of ABC)	(5% of ABC)	
Lot 1		: 25,04 <mark>5.20</mark>	500.90	: 1,252.26	
Lot 2		: 24,000.00	: 480.00 :	: 1,200.00	
Lot 3-A		: 44,100.00	: 882.00	2,205.00	
Lot 3-B	101	: 17,200.00	: 344.00	<b>8</b> 60.00	
Lot 4		: 16,000.00	: 320.00	800.00	
Lot 5	1	: 15,600.00	: 312.00	780.00	
Lot 6		: 3,000.00	: 60.00	150.00	

## **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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) 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.

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