

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		
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		
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	ream	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 10yrd		
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		

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

BID SECURITY

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1 Office Supplies	: 119,889.50	: 2,397.79	: 5,994.48
Lot 2 Janitorial Supplies	: 70,896.75	: 1,417.94	: 3,544.84

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