

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-04-0651**

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: (Lot III, IV, V-A &amp; V-B) Days upon receipt of P.O.</b>					
<b>LOT I: ACCOMMODATION</b>					
1	6	nights	Deluxe Room with two (2) single beds and breakfast good for two (2) @ 8 rooms per night (April 21-26, 2024)	_____	_____
2	5	nights	Deluxe Room with two (2) single beds and breakfast good for two (2) @ 14 rooms per night (April 22-26, 2024)	_____	_____
				Sub-Total	_____
<b>LOT II: MEALS AND SNACKS with FUNCTION HALL</b>					
1	5	days	Morning Snacks @44 pax (April 22-26, 2024)	_____	_____
2	5	days	Lunch @44 pax (April 22-26, 2024)	_____	_____
3	5	days	Afternoon Snacks @44 pax (April 22-26, 2024)	_____	_____
4	15	packs	PM Snacks (April 21, 2024)	_____	_____
5	5	nights	Dinner (April 22-26, 2024) @ 44 pax per night	_____	_____
6	15	packs	Dinner (April 21, 2024)	_____	_____
<b>Inclusion:</b>				Sub-Total	_____
Twelve (12) hours Usage of Big Function Hall (good for 300 pax) Sound System w/ (4) Wireless Microphones, Two (2) Projector Screens, with Stage Platform and Tables & Chairs.					
<b>LOT III: TARPAULIN</b>					
1	1	pc	Welcome Streamer (3ftx8ft) design attached	_____	_____
2	1	pc	Backdrop Streamer (3ftx5ft) design attached	_____	_____
				Sub-Total	_____
<b>LOT IV: TRAINING ACTIVITY SHIRT</b>					
1	100	pcs	Activity Shirt (Sublimation w/ print) design attached	_____	_____
<b>LOT V - A: TOKEN OF APPRECIATION</b>					
1	100	packs	Peanuts (Garlic Coated) 250grams/pack	_____	_____
<b>LOT V - B: TOKEN OF APPRECIATION</b>					
1	10	pcs	Tote Bag (color: cream white) design attached	_____	_____
<b>PURPOSE:</b>			To be used for the Exercise Design Training for the City Government of San Carlos in Partnership with the Office of Civil Defense Regional Office VI on April 21-26, 2024. To be held in Dauin, Negros Oriental.	<b>T O T A L</b>	_____

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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**INSTRUCTION TO BIDDERS**

**PURCHASE REQUEST NO** : 1-24-04-0651 **DATE** : April 3, 2024

**PURPOSE:** TO BE USED FOR THE EXERCISE DESIGN TRAINING FOR THE CITY GOVERNMENT OF SAN CARLOS IN PARTNERSHIP WITH THE OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VI ON APRIL 21-26, 2024. TO BE HELD IN DAUIN, NEGROS ORIENTAL.

**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

	<u>AMOUNT OF CONTRACT</u>		<u>BID SECURITY</u>			
			Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)		
<b>Lot 1</b> Accomodation	:	354,000.00	:	7,080.00	:	17,700.00
<b>Lot 2</b> Meals and Snacks with Function Hall	:	318,500.00	:	6,370.00	:	15,925.00
<b>Lot 3</b> Tarpaulin	:	780.00	:	15.60	:	39.00
<b>Lot 4</b> Training Activity Shirt	:	30,800.00	:	616.00	:	1,540.00
<b>Lot 5-A</b> Token of Appreciation	:	18,500.00	:	370.00	:	925.00
<b>Lot 5-B</b> Token of Appreciation	:	2,500.00	:	50.00	:	125.00

**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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
  - 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. : Two percent (2%) of the ABC (See above)
  - 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. : Five percent (5%) of the ABC (See above)
  - 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 ₱ 1,000.00 ( per City Ordinance No. 23-21, Series of 2023.)

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**