Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0658

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.

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: (Lot IV) 10 Working Days upon receipt of P.O.					
1 2	100 400	packs bottled	Lot I - Biscuits and Juices Cream Filled Biscuits (assorted) Bottled Water (500 ml)	Sub-Total	
1 2	477 700	serving serving	Lot II - Meals and Snacks Meals (with extra rice) Snacks	Sub-Total	
1	300	pax	Lot III -Drug Testing Services Drug Testing Services	c /	
1	50	pcs	Lot IV -Drug Testing Kits Drug Testing Kits Note:	3/	
PURPOSE:			 Lot I, II & III are subject to Progress Billing. Supplier for Lot II must provide service water in every activity the menu is to be determined by the end-user and infrom the supplier days before the activity. Supplier for Lot I must replace unconsumed cream filled biscuits and /or flavored juice drinks 1 month before its expiration date. Supplier of Lot IV must replace unconsumed drug testing kits 3 months before its expiration date. X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		

Name / Signature of Representatives

Company Name / Business Name & Address

Form & Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0658 DATE : April 3, 2024

PURPOSE: FOR USE OF SCCADAC IN THE IMPLEMENTATION OF CBDRP DAILY SESSIONS, REGULAR

QUARTERLY AND SPECIAL MEETINGS, BARANGAY DRUG CLEARING PROGRAM, RANDOM DRUG

TESTING OF LGU EMPLOYEES AND OTHER RELATED ACTIVITIES OF CY 2024.

OFFICE: SCCADAC

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., April 30, 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 Biscuits and Juices 320.00 800.00 16,000,00 Lot 2 Meals and Snacks 193,710.00 3,874.20 9,685.50 Lot 3 Drug Testing Services 90,000.00 1.800.00 4,500.00 Lot 4 Drug Testing Kits 2,750.00 55.00 137.50

TERMS & CONDITIONS

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

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

: 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