## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0662

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 Working Days upon receipt of P.O.					
1 2 3 4 5 6 7	1 1 1 1 2 4	pc. set pc. pc. pc. pc.	Lot I. Starter assy. (4D32) Wiper blade (20') Oil filter (C-503) Oil filter (C-305) Rubber cap #30233 Rubber cap #30263 Brake shoe	S	
8 1	1 2	pc. pc.	Contact glue  Lot II.  Brake shoe bonding	Sub-Total	
PURPOSE:			For use of Canter SGE-967, PIN 101-1063-241-049-78  X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	TOTAL	
Comp	eany Name	e / Business N	ame & Address Name / Signature of Representatives	- Form & <i>i</i>	Amount

of Bid Security

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0662 DATE : April 4, 2024

PURPOSE: FOR USE OF CANTER SGE-967 ASSIGNED AT ENVIRONMENTAL IEC-CITYWIDE BRGYS. & SCHOOLS

ENVIRONMENTAL AWARENESS AND CAPACITY BLDG., CITY ENVIRONMENT MANAGEMENT

OFFICE, CEMO, THIS CITY.

OFFICE: CEMO

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)

(5% of ABC)

Surety Bond

Lot 1 Lot 2 24,675.00 : 493.50 : 1,233.75 1,800.00 : 36.00 : 90.00

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