Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0687

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	1	U PRICE	TOTAL
1	1 PURPOSE:	unit	IT Equipment Compact Docum Heavy duty Autu - 20ppm (200 dp - 20ppm (200 dp - 50 sheets ADF - A4 Format - Colour, greysc - 600 dpi Optica - 74 - 863.6 mm - 52 - 215.9 mm - USB Connectiv - Includes: Papel	tent/Image Scanner, ADF matic Document Feeder (Scanner of Speed B & W (A4 Portrait) bi) Speed Colour (A4 Portrait) cale and black & white capture I resolution Maximum Document Length Maximum Document Width	only only only ent x-x-x-x		
Comp	oany Name / E	Business Na	ame & Address	Name / Signature of Representa	atives	Form & A	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0687 **DATE: April 8, 2024**

FOR USE OF BAC SECRETARIAT & PROCUREMENT DIVISION OF CITY MAYOR'S OFFICE, THIS CITY. PURPOSE:

OFFICE: BAC-SEC

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

30,000.00

600.00

1,500.00

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 by a Univ<mark>ersal or Commerc</mark>ial Bank

: Two percent (2%) of the ABC (See above)

in favor of City Treasurer of San Carlos City.

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, : Two percent (2%) of the ABC (See above)

if issued by a foreign bank. c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance

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

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

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.
- 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**