Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0733

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
	- 1	Del	ivery Term: (All Lots) 20 Working Days upon receipt	of P.O.	
1	2	set	Personal Computer (CPU Components Only) - 8000U Series Processor 2.5GHz (4MB Cache or higher)		
	1	_ \	 Motherboard with On-Board Audio, Video, LAN & Printer F 4 GB RAM or higher 	Port	
	1		- 1 TB SSD Storage	@ /	
			- Full Tower ATX Casing with 650 watts Power Supply - 650 Watts AVR		
		1	- Optical Mouse with Pad(USB or PS2)		
			- Windows Enhanced Keyboard (USB or PS2)		
2	3	Unit	- Plus Pre-Installed Softwares Multi-Function Inkjet Printer with Ink Tank System		
2	3	Onic	- Printer/Scanner/Copier capability	Sub-Total	
			- Buil-in tank system		
			- High-yield ink bottles		
			LOT 2		
1	25	Unit	650VA UPS (Heavy Duty)		
2	6	Unit	Optical Mouse with Pad(USB or PS2)		
3	7	Unit	Windows Enhanced Keyboard (USB or PS2) With 1 Year warranty	Sub-Total	
			Note: Supplier should have after-sales repair services	Oub-10tal	
			for Item #2, Lot 1		
		- <u>.</u>	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	T O T A I	
	PURPOSE	<u>:</u>	For use in the Office of the City Accountant.	TOTAL	
Com	nany Nama	/ Rusiness N	ame & Address Name / Signature of Representatives	Form &	∆mount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0733 **DATE: April 17, 2024**

FOR USE IN THE OFFICE OF THE CITY ACCOUNTANT. **PURPOSE:**

OFFICE: AIAS

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., May 7, 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)

Lot 1 Lot 2 94,500.00 65,500.00

1,890.00 4,725.00 1,310.00 3,275.00

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 Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s 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.

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

: 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.

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

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**