Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-04-0738

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
1	1	UNIT	Delivery Term: 15 Working Days upon receipt of P. Personal Computer (CPU COMPONENTS) * 8000U Series Processor 2.5GHz 4MB Cache or Higher * Motherboard with On-Board Audio Video,Lan,and Printer Port * 4GB RAM * Full Tower ATX Casing 650 Watts AVR * WINDOWS Enchanced Keyboard * Optical Mouse with Pad	0.8	
2	1	UNIT	* Plus Pre Installed Softwares LCD Monitor 17" using LED		
2	'	OIVII	Technology or Higher		
3	1	UNIT	650VA UPS (HEAVY DUTY)		
4	1	UNIT	* Printer/Copier/Scanner * Built-in tank system * 1-year warranty Note:Supplier should have after sale service repair x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		
	PURPOSE:		For use of the Parole and Probation Office.	TOTAL	
				=	
Con	nany Name / F	Rusiness N	ame & Address Name / Signature of Representatives		mount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-04-0738 **DATE: April 17, 2024**

FOR USE OF THE PAROLE AND PROBATION OFFICE. PURPOSE:

OFFICE: PAROLE AND PROBATION OFFICE

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., May 21, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/

Surety Bond

Bank Draft/Guarantee

(5% of ABC)

(2% of ABC)

40,000.00

800.00

2,000.00

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 Uni<mark>versal or Commercial Bank:</mark> 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

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

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

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**