Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-05-0837

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	1	Deli ¹ unit	very Term: (All Lots) 15 Working Days upon receipt LOT I Personal Computer (CPU components only) - 8000U Series Processor 2.5 ghz (4mb cache or higher) - Motherboard with On-board Audio, Lan and Printer Port	of P.O.	
0			 8gb RAM Full Tower ATX Casing with 650 watts Power supply 1 TB HDD Storage 650 Watts AVR Windows Enhance Keyboard Optical Mouse with Pad Plus Pre-Installed Softwares 		
2 3	1 4	unit unit	LCD Monitor 21.5" using Led Technology 650VA UPS (Heavy Duty)		
Ū	•	Gilit	-1 Year Warranty on Parts and Labor	Sub-Total	
1	1	piece	Note: Supplier should have after sale service repair LOT II Stapler, HD 50/50DF - Uses No. 35 26/6 Staples		
	PURPOSE		X-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	TOTAL	
	. 3.4. 332		. St doo of the only mayor o office.	. 5	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

Surety Bond

1,930.00

60.75

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-05-0837 DATE : May 8, 2024

PURPOSE: FOR USE OF THE CITY MAYOR'S OFFICE.

OFFICE: CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., May 28, 2024

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

1,215.00

BID SECURITY

Cash/ Manager's Check/ Bank Draft/Guarantee

24.30

(2% of ABC) (5% of ABC)

38,60<mark>0.00 : 772.0</mark>0 :

Lot 1 Lot 2

TERMS & CONDITIONS

1. 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

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

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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,

if issued by a foreign bank.

: Five percent (5%) 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

- 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