

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 4-24-05-0832

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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
<b>Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.</b>					
<b>LOT I COMMON OFFICE SUPPLIES</b>					
1	45	bot	All Purpose Glue- 130g	_____	_____
2	180	pc	Ballpen, (black- 100pcs / blue-80pcs )	_____	_____
3	50	ream	Bond Paper, US Long-sub. 20 / 70 gsm	_____	_____
4	46	ream	Bond Paper, US Short- sub 20 /70 gsm	_____	_____
5	8	box	Carbon Paper, Long (Blue) Best Quality	_____	_____
6	50	pc	Correction Tape (5mm x 10mm)	_____	_____
7	50	pc	Engineer's Field Book	_____	_____
8	190	pc	Folder Long (Expanding - Pressboard/ thick)	_____	_____
9	90	pc	Folder Long (White - Ordinary)	_____	_____
10	60	pc	Folder Short (White - Ordinary)	_____	_____
11	30	pc	Folder, Transparent Hardboard @back, Long	_____	_____
12	30	pc	Folder, Transparent Hardboard @back, Short	_____	_____
13	30	pc	Highlighter Marker Best Quality (Assorted: Neon Yellow, Pink, Green and Blue)	_____	_____
14	35	pc	Marking Pen , Broad Black - Best Quality	_____	_____
15	20	roll	Masking Tape 1"	_____	_____
16	30	ream	Mimeo Paper Long (White Wove) sub 18	_____	_____
17	30	ream	Mimeo Paper short (White Wove) sub 18	_____	_____
18	16	box	Paper Clips, Jumbo	_____	_____
19	13	box	Paper Clips, small	_____	_____
20	22	box	Paper Fastener, Plastic	_____	_____
21	20	pc	Pencil #1	_____	_____
22	30	pc	Official Record Book 8.5" x 11" 500pages	_____	_____
23	35	box	Staple Wire#35	_____	_____
24	250	pc	Signpen , (Black- 150 / Blue -100)- Best Quality	_____	_____
25	100	pcs	Letter White Envelope -Long	_____	_____
26	2	ream	A3 Bond Paper- sub. 20 / 70 gsm	_____	_____
27	12	box	Rubber band # 18	_____	_____
28	45	rolls	Plastic Tape # 1	_____	_____
				Sub-Total	_____
<b>LOT II COMMON ELECTRICAL DEVICES</b>					
1	1	pack	Battery "AA" - (3pcs per pack) Good Quality	_____	_____
2	2	box	Cat5e RJ 45 Connector (100 pcs/box), Good Quality	_____	_____
				Sub-Total	_____



## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 4-24-05-0832 **DATE** : May 8, 2024

**PURPOSE:** FOR USE OF THE CITY WATERWORKS DEPARTMENT.

**OFFICE :** CWD

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS** : 1:30 P.M. , June 4, 2024

**PLACE** : BAC Secretariat Office/CMO Extension Office

**AMOUNT OF CONTRACT**

**BID SECURITY**

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
<b>Lot 1</b> Common Office Supplies	: 86,970.00	: 1,739.40	: 4,348.50
<b>Lot 2</b> Common Electrical Devices	: 3,600.00	: 72.00	: 180.00
<b>Lot 3</b> Common Janitorial Supplies	: 21,420.00	: 428.40	: 1,071.00

### TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
  - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
  - 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. : Two percent (2%) of the ABC (See above)
  - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
  - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
  - 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
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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**