Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-05-0928

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
		Deli	very Te <mark>rm: (All Lots) 15 Calenda</mark> r Days upon receipt	of P.O.	
	1 4	4 11	Lot I	100	
1	2	pc	Self Inking Stamp (Budget Control) 6cm x 9.25cm		
2	2	рс	Self Inking Stamp (Approved) 4.50cm x 4.25cm	-	
3	5	рс	Self Inking Stamp (Certified Machine Copy) 3.40cm x 6.70cm		
4	2	рс	Self Inking Stamp (Received) 2.99cm x 6.44		
5	2	рс	Self Inking Stamp (Paid) 4.50cm x 4.25cm		
6	2	рс	Self Inking Stamp (Certified True Copy) 6.70cm x 3.40cm		
7	2	рс	Self Inking Stamp (Contents Noted) 1.16cm x 2.67cm		
8	9	рс	Self Inking Stamp (Signature of City DRRM Officer)		
			2.03cm x 6.05cm	/	
9	2	рс	Self Inking Stamp (Full Name of City DRRM Officer)		
			0.66cm x 4.54cm	Sub-Total	
			(see attached design)		
			Lot II		
1	10	bottle	Ink (Facsimile Ink)		
			X-X-X-X-X-X-X <mark>-X-X-X-X-X-X-X-X-X-X-X-X-</mark>		
PURPOSE:			To stamp facsimile of names; signatures; and official	TOTAL	
			documents by the Division of Finance and Admin of the		
			City Disaster Risk Reduction and Management Office		
			(CDRRMO).		
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-05-0928 **DATE: May 24, 2024**

TO STAMP FACSIMILE OF NAMES; SIGNATURES; AND OFFICIAL DOCUMENTS BY THE DIVISION OF **PURPOSE:**

FINANCE AND ADMIN OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

(CDRRMO).

OFFICE: **CDRRMO**

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., June 11, 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

575.08

1.437.70

28,754.00 3,350.00 67.00 167.50

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

by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above)

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.

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

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

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

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- 4. 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 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- 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**