Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

REBIDDING LOT1

INVITATION TO BID

PURCHASE REQUEST NO	: 1-25-05-08 <mark>25</mark>
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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
	Delivery Term: 10 Working Days upon receipt of P.O.				
		23	LOT I (COMPUTER EQUIPMENT)	100	
1	1	bots	#728 Ink Cartridge – CYAN 130 ml for HP Plotter		
2	1	bots	#728 Ink Cartridge – MAGENTA 130 ml for HP Plotter	De de de	
3	1	bots	#728 Ink Cartridge – YELLOW 130 ml for HP Plotter		
4	1	bots	#728 Ink Cartridge – MATTE BLACK 130 ml for HP Plotter		
5	2	roll	Plotter coated paper 80 gsm/2" core 36"x50 yards		
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-					
PURPOSE:		E:	For the use of City Planning & Development Coordinator's	TOTAL	
		/	Office.		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0825 DATE : May 7, 2025

PURPOSE: FOR THE USE OF CITY PLANNING & DEVELOPMENT COORDINATOR'S OFFICE.

OFFICE: CPDCO

Lot 1

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., July 8, 2025

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/ Bank Draft/Guarantee Surety Bond

(2% of ABC)

(5% of ABC)

25,000.00

500.00

1,2_{50.00}

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

by a Universal or Commercial Bank

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

: Five percent (5%) 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 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.

ank,

 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