Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 4-25-06-0976

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	771	Delivery Term: 15 Working Days upon receipt of P.	0.	
1	5	unit	COMPUTER MONITOR	40	
			23.5" LED Screen		
			HDMI Ready		
			Good quality		
2	5	sets	PERSONAL COMPUTER (CPU COMPONENT only)		
	1		*10400 Processor, 12M Cache up to 4.30 GHz		
			*Motherboard with On-board Audio, Video, LAN and Printer	Port	
			*1 TB Hard Disk SATA	/	
		1	*256 GB Solid State Drive (SSD)		
			*8GB RAM DDR4 Memory		
			*AVR 220V 800W		
			*UPS 650VA (Heavy Duty)		
			*External DVD Writer		
			*ATX Casing w/ 700wattss Power Supply		
			*USB Keyboard Combo with Mousepad		
3	3	units	INKJET PRINTER & ALL-IN-ONE		
			*Built-in Ink <mark>Tank System</mark>		
			*With Scanner and Copier		
4	2	piece	16GB DDR4 3200 MHz Memory for PC (Etracs server)		
5	1	piece	1 TB Hard Disk SATA3 for Desktop		
6	1	roll	CAT5e UTP Cable, 305 M		
7	1	unit	24 Port Ethernet Switch Hub 1000 MBPS (Metal Type)		
8	10	piece	(USB) Optical Mouse with Track		
9	10	piece	(USB) Windows Enhanced keyboard		
			Note: Supplier should have after sale repair service.		
_			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
F	PURPOSE:	:	Use of the City Waterworks Department.	TOTAL	
		<u> </u>	New /O' / C		
Comp	oany Name .	/ Business N	ame & Address Name / Signature of Representatives	Form & /	\mount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 4-25-06-0976 DATE : June 4, 2025

PURPOSE: USE OF THE CITY WATERWORKS DEPARTMENT.

OFFICE: CWD

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

280,200.00

5,604.00

14,010.00

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 by a Universal or Commercial 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 Universal or Commercial Bank: 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

insurance company duly certified by the Insurance Commission as authorized to issue such security.

d) Any combination of the foregoing

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

: 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.
- 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