Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 401-25-06-0965

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: (All Lots) 15 Working Days upon receipt of P.O. | | | | | |
| 1 | 6 | unit | 3-person waiting bench chair, all steel, perforated back and seat, no center legs, no cushion, no table | 5 | |
| 1 | 3 | unit | Filing Cabinet Specs: Lateral steel filing cabinet (heavy-duty, 4 drawers, powder-coated finish, compatible with A4, | - | |
| | | / | FC, letter and legal size files, 90cm-W x 45cm-D x 103-H cm) with powder-coated steel frame | | |
| | PURPOSE: | 1 | X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X- | TOTAL | |
| | | | with Philhealth Capitation Fund-Konsulta Package. | | |
| Cor | npany Name / | Business Na | me & Address Name / Signature of Representatives | Form & / | Amount |

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 401-25-06-0965 **DATE: June 4, 2025**

FOR USE OF THE PRIMARY CARE FACILITY (CHO) IN CONNECTION WITH PHILHEALTH CAPITATION PURPOSE:

FUND-KONSULTA PACKAGE.

OFFICE: CHO

Lot 1

Lot 2

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)

60,000.00 1,200.00 3,000.00 45,000.00 900.00 **2,2**50.00

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 <mark>Treasure</mark>r o<mark>f San Carlo</mark>s 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 : Five percent (5%) of the ABC (See above)

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

P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.

- Your price offer must be valid for 120 calendar days. 4.
- 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.
- 6. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**