

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-06-1013

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.					
LOT I					
1	25	pcs.	Clear book (long, black, 20 sheets/book, GQ)	_____	_____
2	30	bottles	Riso Ink (CPI 10)	_____	_____
3	300	reams	Mimeo Paper (long)	_____	_____
4	10000	pcs.	Folder (ordinary, long, thick, Good Quality)	_____	_____
5	2000	pcs.	Mailing Envelope (plain white, long)	_____	_____
6	200	rolls	Toilet Paper (3 ply)	_____	_____
7	100	bottles	Liquid hand Soap w/ dispenser, 225ml, antibacterial	_____	_____
8	100	rolls	Masking Tape, 1 inch W	_____	_____
9	100	pcs.	Highlighter Pen (50 pcs. Neon green, 50 pcs. neon yellow)	_____	_____
10	100	pcs.	Permanent Marking Pen (black, broad)	_____	_____
11	20	bottles	Super color marker refill ink, black	_____	_____
12	50	packs	Batteries (AAA, super heavy duty, pack of 3's)	_____	_____
13	3	pcs.	Stapler (heavy duty, jumbo)	_____	_____
14	10	pcs.	Stapler w/ remover (heavy duty, big)	_____	_____
				Sub-Total	_____
LOT II					
1	20	bottles	Computer Ink (black) for Epson L360	_____	_____
2	10	bottles	Computer Ink (yellow) for Epson L360	_____	_____
3	10	bottles	Computer Ink (Magenta) for Epson L360	_____	_____
4	10	bottles	Computer Ink (Cyan) for Epson L360	_____	_____
5	20	bottles	Computer Ink (black) 003	_____	_____
6	15	bottles	Computer Ink (yellow) 003	_____	_____
7	15	bottles	Computer Ink (Magenta) 003	_____	_____
8	15	bottles	Computer Ink (Cyan) 003	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	_____
For use of City Health Office Admin & OPD Section.				T O T A L	_____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-06-1013 **DATE** : June 11, 2024

PURPOSE: FOR USE OF CITY HEALTH OFFICE ADMIN & OPD SECTION.

OFFICE : CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , July 16, 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)
Lot 1	:	246,500.00	4,930.00
Lot 2	:	44,850.00	897.00

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