Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-06-1071

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
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.					
	- 1		LOTI	100	
1	2	tubes	GESTETNER M2701 TONER	100	
	- 1		LOT II		
1	2	pcs	4 PORT- KVM SWITCH		
2	1	unit	SYSTEM UNIT		
		10	MOTHERBOARD w/ on-board Audio, Video, Lan and	-	
		1	Parallel printer port		
		1	12th Gen Processor 12400 (motherbarod compatible)		
			8gb RAM DDR4 (motherboard compatible)		
			Full Tower ATX Casing w/ 700 watts power supply 512gb SSD (motherboard compatible)		
			(Pre-installed Windows OS)		
3	3	units	UPS 650VA		
Ū		55	Outpout Power Capacity: 360W/650VA		
			Nominal Input Voltage:140-300V		
			Maximum Input Current:5A		
4	1	unit	INKJET PRINTER		
			Maximum Resolution: 5760 x 1440 dpi		
			Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm		
			Maximum Copies from Standalone: 20 copies		
			Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (90 g/m²)	per	
			Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper		
			Maximum Paper Size:215.9 x 1200 mm		
			PaperSizes:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm)		
			Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Sub-Total	
ı	PURPOS	E:	For Budgeting Services.	TOTAL	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-06-1071 DATE : June 27, 2024

PURPOSE: FOR BUDGETING SERVICES.

OFFICE: CBO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., July 23, 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)

(2<mark>% of A</mark>BC) (5% of ABC)

Lot 1 Lot 2 : 7,400.00 : 148.00 : 370.00 : 45,200.00 : 904.00 : 2,260.00

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 in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)

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

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

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