

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-07-1084**

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
<b>Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.</b>					
<b>I. Plywood: (Delivery Term 15 Working Days)</b>					
1	4	shts.	Marine Plywood 3/4" x 4' x 8'	_____	_____
2	1	sht.	Marine Plywood 1/2" x 4' x 8'	_____	_____
				Sub-Total	_____
<b>II. Processed Woods: (Delivery Term 15 Working Days)</b>					
1	10	pcs.	SXS 1" x 2" x 12'	_____	_____
<b>III. Hardwares: (Delivery Term 15 Working Days)</b>					
1	6	pairs	Brass Hinges 1" x 2"	_____	_____
2	10	pcs.	Cabinet Handle Bid	_____	_____
3	2	kgs.	Fin Nails 2"	_____	_____
4	1	qrt.	Wood Glue (Ready Mix)	_____	_____
				Sub-Total	_____
<b>IV. Painting: (Delivery Term 15 Working Days)</b>					
1	1	gal.	Clear Gloss Varnish (Top Coat) w/ Catalyst	_____	_____
2	1	gal.	Lacquer Sanding Seller	_____	_____
3	1	gal.	Lacquer Thinner	_____	_____
4	1	gal.	Oil Wood Stain (oak)	_____	_____
5	3	pcs.	Paint Brush 2 1/2"	_____	_____
6	24	shts.	Sanding Paper #120	_____	_____
				Sub-Total	_____
<b>V. Plumbing: (Delivery Term 15 Working Days)</b>					
1	2	pcs.	Bidet Complete Set Stainless	_____	_____
2	2	pcs.	Flexible Hose 1/2" x 1/2" x 18" Stainless	_____	_____
3	2	pcs.	Two Way Angle Valve 1/2" x 1/2" Stainless	_____	_____
4	2	pcs.	Water Closet Built-in Tank Flush Type	_____	_____
				Sub-Total	_____
				<b>T O T A L</b>	_____
PURPOSE:			For Use of Rehabilitation of 2 Units Cubicle CR & Fabrication of Wooden Cabinet at Assessor's Office.		

\_\_\_\_\_  
Company Name / Business Name & Address

\_\_\_\_\_  
Name / Signature of Representatives

\_\_\_\_\_  
Form & Amount  
of Bid Security

**FOR SALE**  
**P 500.00**

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-07-1084 **DATE** : July 2, 2024

**PURPOSE:** FOR USE OF REHABILITATION OF 2 UNITS CUBICLE CR & FABRICATION OF WOODEN CABINET AT ASSESSOR'S OFFICE.

**OFFICE :** CED

**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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
<b>Lot 1</b> Plywood	: 8,000.00	: 160.00	: 400.00
<b>Lot 2</b> Processed	: 2,200.00	: 44.00	: 110.00
<b>Lot 3</b> Hardwares	: 1,565.00	: 31.30	: 78.25
<b>Lot 4</b> Painting	: 4,635.00	: 92.70	: 231.75
<b>Lot 5</b> Plumbing	: 29,900.00	: 598.00	: 1,495.00

### **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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
  - 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.
  - 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.
  - 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 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.
- 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**