## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1139

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	1	Del	ivery Term: (All Lots) 10 Working Days upon receipt LOT I (OFFICE SUPPLIES) LOT I - A PROJECTOR 5,000 ansi lumens (Standard) WXGA 1,280X800 (Native Resolution) DLP Type Projector, With built-in speaker X 1 6,000 Hours (Standard), 10,000 Hours (ECO) 15,000 Hours (Extreme Eco) Lamp Life Wireless Projection, HDMI Cable, Bag	of P.O.	
1	1	unit	LOT I - B JUNIOR EXECUTIVE CHAIR With steel base & Arm, Head Rest		
1	1	unit	LOT I - C A4 to A3 HEAVY DUTY LAMINATING MACHINE With Buzzer and LED Indicator Maximum Binding Length: 300mm Working Temperature: 140+10 degrees Max Power Consumption: 450W, Power Supply: 220V		
1 2	3 3 PURPOSE:	unit pcs	LOT II (COMPUTER ACCESSORIES) HEAVY DUTY UPS, 500VA UPS UNIVERSAL SERIAL BUS, 500GB SSD x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	Sub-Total TOTAL =	
Com	unany Name / R	usinoss N	ame & Address Name / Signature of Representatives	Form & A	mount

of Bid Security

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-07-1139 **DATE: July 11, 2024** 

FOR THE USE OF CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE. **PURPOSE:** 

OFFICE: CPDCO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., July 30, 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) (5% of ABC)

600.00 1,500.00

Lot 1-A Lot 1-B Lot 1-C Lot 2

30,000.00 4,000.00 80.00 200.00 5,000.00 100.00 250.00 13,500.00 270.00 675.00

## **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 by a Univers<mark>al or Commercial Bank</mark> 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 certified by the Insurance Commission as authorized

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

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

Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of 2. (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. 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.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions. 8.

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