

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-07-1088**

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) 10 Calendar Days upon receipt of P.O.</b>					
1	1	unit	<b>Lot I: Laptop Computer</b> <b>Laptop Computer (16GB RAM)</b> Display: 14-inch Color: Space Gray Processor/Graphics: with 8-core CPU, 10-core GPU, 16-core Neural Engine Memory: 16GB unified memory Storage: 1 TB SSD Storage Power: 70W USB-C Power Adapter Ports: 4 USB Ports, HDMI Port, SD Card Slot, Headphone Jack Keyboard: Backlight with Fingerprint ID Warranty: 1 year	_____	_____
2	5	unit	<b>Laptop Computer (8GB RAM)</b> Display: 14-inch Color: Space Gray Processor/Graphics: with 8-core CPU, 10-core GPU, 16-core Neural Engine Memory: 8GB unified memory Storage: 256GB SSD Storage Camera: 1080 HD Camera Ports: 3 Charging Port, 4 USB Port Power: 35W Dual-C Port Compact Power Adapter Keyboard: Backlight Keyboard with Fingerprint ID Warranty: 1 year	_____	_____
			Sub-Total	_____	_____
1	1	set	<b>Lot II: Digital Camera and Accessories</b> <b>Mirrorless Digital Camera with Lens</b> Pixel: 25.3 megapixels Maximum Resolution: 6000 x 4000 Aspect Ratio: 3:2 Sensor Type: CMOS Sensor Size: 35.6 x 23.8 mm File Format: JPEG, RAW, JPEG & RAW, XAVC S: MPEG-4 AVC/H.264, XAVC S: LPCM 2ch Image Stabilization: Sensor-Shift, 5-Axis Viewfinder: 1 cm electronic viewfinder (XGA OLED)	_____	_____

Shutter Speed: Still images: 1/4000 to 30 s Bulb,

Movies: 1/4000 to 1/4

Memory Card Slot: Slot 1: SD memory card,

Slot 2 : SDHC memory card

Lens mount: E-mount

LCD screen: 7.5 cm (3.0 type) type TFT

Lens: 24-50 mm F2.8 G

Warranty Service: 1 year

X-X

PURPOSE:

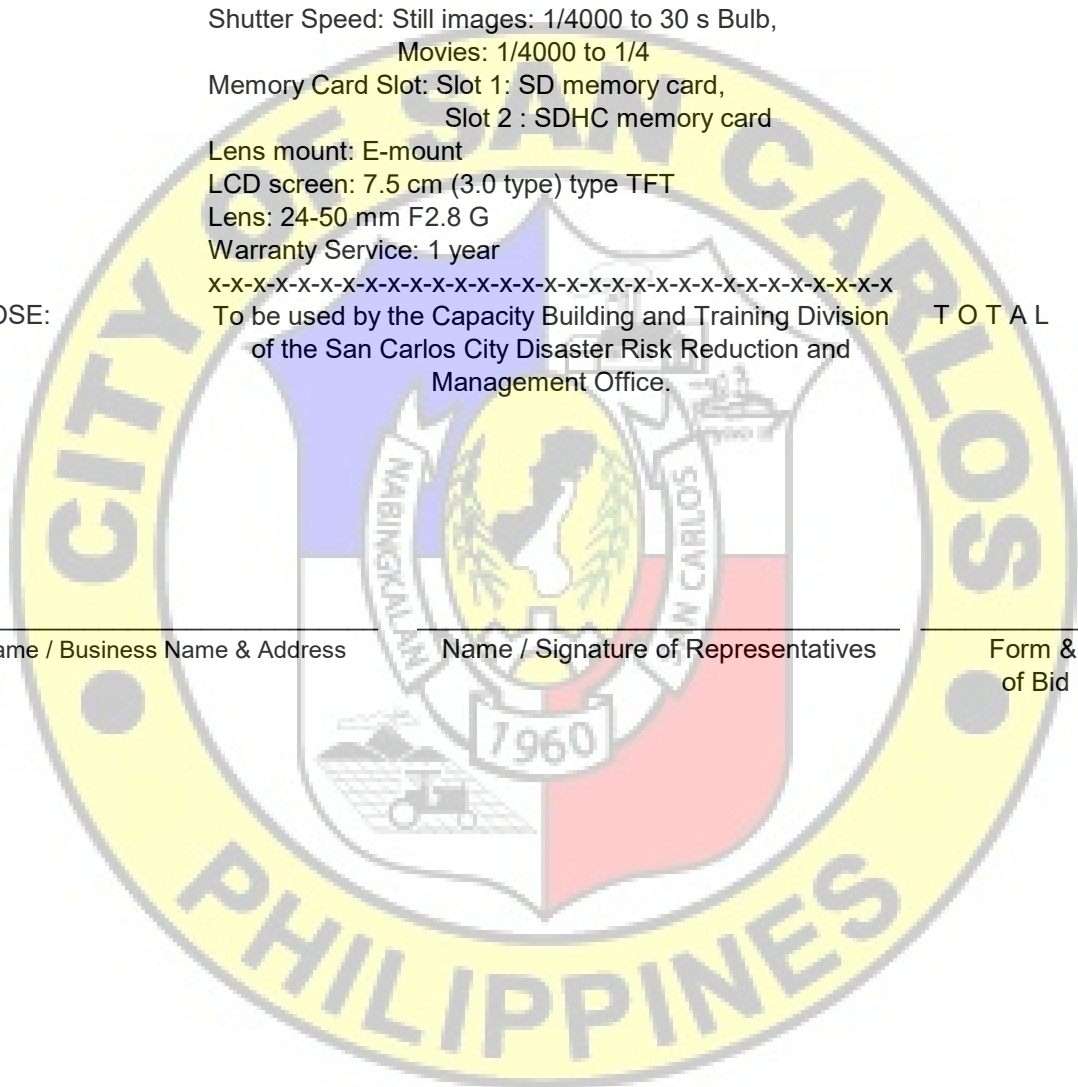
To be used by the Capacity Building and Training Division  
of the San Carlos City Disaster Risk Reduction and Management Office.

T O T A L \_\_\_\_\_

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Company Name / Business Name & Address      Name / Signature of Representatives      Form & Amount of Bid Security

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## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-07-1088 **DATE** : July 3, 2024

**PURPOSE:** TO BE USED BY THE CAPACITY BUILDING AND TRAINING DIVISION OF THE SAN CARLOS CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE.

**OFFICE :** CDRRMO

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS :** 1:30 P.M. , August 6, 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	:	541,100.00	10,822.00
Lot 2	:	189,000.00	3,780.00

### 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 1,000.00
- 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