Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1132

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	
		Deliv	very Term: (Lot II & <mark>IV) 10</mark> W <mark>orkin</mark> g Days upon receip	of P.O.		
	111		Lot I. Food (Meals and Snacks)	40		
1	122	pax	Packed Snacks (AM)			
2	16	pax	Breakfast (dine-in)	1		
3	122	pax	Packed Lunch			
4	122	pax	Packed Snacks (PM)			
5	84	pax	Dinner (dine-in)			
	1		Note: See attach menu	Sub-T <mark>ot</mark> al		
			Lot II. Printing Services			
1	13	pcs	T-shirt with collar (layout &printing color "TAN"			
			5-S, 4-M, 3-L, 1-4XL			
2	2	pcs	Tarpaulin Banner, 6x4ft.			
			Note: See attach sample design	Sub-Total		
			Lot III. A. Accommodation for 5 days and 4 nights			
1	4	night	Bedroo <mark>m (good for 3pe</mark> rsons) (1 room/night)			
2	4	night	Bedroom (go <mark>od for 1 person) (1 room/night</mark>)	Sub-Total		
			B. Venue (for August 30,2024, Culmination and mini concert	Oub-Total		
1	1	day	Function Room for Culmination and mini concert event			
			Lot IV. Event Supplies			
1	1	рс	Electric Water Dispenser (small size; "hot & cold")			
2	100	pc	Paper Cups			
		·	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Sub-Total		
PURPOSE:			Lot I-IV For use of the UP Symphony Orchestra	TOTAL		
			conducting workshop on playing the orchestra instruments	:		
			for the month of August 27-31,2024, this City.			
Company Name / Business Name & Address Name / Signature of Representatives					Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1132 DATE : July 10, 2024

PURPOSE: LOT I-IV FOR USE OF THE UP SYMPHONY ORCHESTRA CONDUCTING WORKSHOP ON PLAYING

THE ORCH<mark>ESTRA INSTRUM</mark>ENTS FOR THE MONTH OF AUGU<mark>ST 27-3</mark>1,2024, THIS CITY.

OFFICE: SCCHCAC

Lot 1

Lot 2

Lot 3-A

Lot 3-B

Lot 4

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/ Surety Bond Bank Draft/Guarantee (2% of ABC) (5% of ABC) 69,340.00 1,386.80 **3,4**67.00 6,450.00 129.00 322.50 14,720.00 294.40 736.00 4 300.00 6,000.00 120.00 12,300.00 246.00 615.00

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:

: Two percent (2%) of the ABC (See above)

Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, 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 to issue such security.

d) Any combination of the foregoing : Proportionate to share form with respect

to total amount of security

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

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