

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 ORCHESTRA INSTRUMENTS FOR THE MONTH OF AUGUST 27-31,2024, THIS CITY.

OFFICE : SCCHCAC

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 | : 69,340.00 | : 1,386.80 | : 3,467.00 |
| Lot 2 | : 6,450.00 | : 129.00 | : 322.50 |
| Lot 3-A | : 14,720.00 | : 294.40 | : 736.00 |
| Lot 3-B | : 6,000.00 | : 120.00 | : 300.00 |
| Lot 4 | : 12,300.00 | : 246.00 | : 615.00 |

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 500.00
- 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