

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1172

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 |
|---|------|-------|--|-----------|-------|
| Delivery Term: (All Lots) 20 W Days upon receipt of P.O. | | | | | |
| LOT I | | | | | |
| 1 | 2 | piece | Calculator (Electronic), good quality 12 digits, 1.5V, with Backspace | _____ | _____ |
| 2 | 2 | piece | Puncher (Heavy Duty, big hole) | _____ | _____ |
| 3 | 1 | piece | Stapler (Heavy Duty) (30 sheet-stapling capacity, twin lever) | _____ | _____ |
| 4 | 3 | piece | Staple Wire Remover (Heavy Duty, plier type) | _____ | _____ |
| 5 | 1 | piece | Paper Cutter (Wooden Base) 10" x 15" with securable sliding paper size marker | _____ | _____ |
| | | | | Sub-Total | _____ |
| LOT II | | | | | |
| 1 | 3 | piece | Executive Chair with Armrest - Gas Lift - High - Black - with Headrest - Mesh Back - Retractable Footrest - Durable Steel Base and Pole | _____ | _____ |
| 2 | 2 | piece | High Back Executive Chair - Ergonomically big and tall leather chair - Bonded leather seating surfaces - Comfort coils in seat provide lasting comfort and support - Pneumatic lift with adjustable tension, and tilt lock feature - Dual-wheel casters allows smooth and easy mobility - Adjustable High Back Reclining Chair - Padded Armrest and Retractable Footrest - Durable Steel Base and Pole | _____ | _____ |
| | | | | Sub-Total | _____ |
| PURPOSE: | | | | T O T A L | _____ |
| To be used by the City Treasurer's Office. | | | | | _____ |

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1172 **DATE** : July 15, 2024

PURPOSE: TO BE USED BY THE CITY TREASURER'S OFFICE.

OFFICE : CTO

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 | : | 7,825.00 | 391.25 |
| Lot 2 | : | 60,000.00 | 3,000.00 |

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