Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1190

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
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.					
		091	Lot I	40	
1	2	unit	Personal Computer		
			8000U Series Proce <mark>ssor 2.5GHz (4MB</mark> Cac <mark>he or</mark> Higher)		
		1	Motherboard with On-Board Audio, Video, LAN and Printer	Port	
			8GB DDR4		
	1		Full Tower ATX Casing with 650Watts Power Supply		
			1 TB Hard disk		
			DVDRW with Multi-Media Speakers		
			1000W AVR, Servo Type		
			Windows Enhanced Keyboard		
			Optical Mouse with Pad Plus Pre-Installed Software		
2	7	unit	UPS, 650VA (Heavy Duty		
3	1	set	Keyboard & Mouse (USB Type)		
4	2	unit	64gb Flash Drive, USB 3.0		
5	_ 1	unit	Multi-Function Printer w/Built In Ink Tank System		
-			-with Print, Scan & Copy Function	Sub-Total	
			-Inkjet Type		
			Lot II		
1	4	unit	Junior Executive Chair		
			-Mesh back		
			-Steel base -Gas lift		
			-with Arm Rest		
			-with Arm Rest		
			Note: Should Have After Sale Repair Services for Lot I	itom 5	
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
F	PURPOSE:		To be used by the City Assessor's Office.	TOTAL	
			•	=	
Comp	pany Name /	Business Na	ame & Address Name / Signature of Representatives	Form & A	Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1190 **DATE: July 18, 2024**

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

OFFICE: ASSERSSOR'S

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)

Lot 1 Lot 2 81,700.00 20,000.00

1,634.00 400.00

4,085.00 1,000.00

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 Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

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

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, if issued by a foreign bank.

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance

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

Commission as authorized 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

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

- 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.
- 6. 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. 8.

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