Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1235

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	1 /	ARTICLES	U PRICE	TOTAL	
	- 1		Lot I: Meals & Sr	nacks	100		
1	15	servings	Dinner (5 pax x 3	3 days) (Sept. <mark>10-12,</mark> 2024)	40		
2	10	servings	Breakfast (5 pax	x 2 days) (Sept. 11-12,2024)	0 / 1		
3	228	servings	Snacks (57 pax)	x 2a <mark>m/pm x</mark> 2 <mark>days) (S</mark> ept. <mark>11-12</mark> ,2024)	D. della		
4	114	servings	Lunch (57 pax x	2 day <mark>s) (Sept. 11-12,</mark> 2024)			
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	-x-x-x-x-x- <mark>x-x-</mark> x-x-x-x-x-x-x-x-x-x-x-x	(-X		
	PURPOS	E: (A)	Snacks, Accom	modation and Rental of venue during th	e TOTAL		
Integrity, Transparency & Account <mark>ability in the</mark> Public							
Service Seminar (ITAPS) at the Function Hall, Park							
Marina, San Carlos City, Negros Occidental.							
CONTRACT CON							
10.							
			A.D.	-60			
Company Name / Business Name & Address Name / Signature of Representatives					s Form &	Form & Amount	
				- IFF	of Bid S	Security	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1235 DATE : July 25, 2024

PURPOSE: SNACKS, ACCOMMODATION AND RENTAL OF VENUE DURING THE INTEGRITY, TRANSPARENCY &

ACCOUNTABILITY IN THE PUBLIC SERVICE SEMINAR (ITAPS) AT THE FUNCTION HALL, PARK

OFFICE: OHRM

Lot 1

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 Surety Bond

(2% of ABC)

(5% of ABC)

63,500.00

1,270.00

<mark>3,1</mark>75.00

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 : Two percent (2%) by a Universal or Commercial Bank

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

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

in favor of City Trea<mark>surer of San Carlos City.</mark>
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:

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 Commission as authorized

to issue such security.
d) Any combination of the foregoing

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

: 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

- 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