Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1229

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**.

ILEM#	QIY.	UNII	ARTICLES	UPRICE	TOTAL
1	3 PURPOSE:	set	Delivery Term: 15 Working Days upon receipt of P. Desktop Computer w/ 3-in-1 Printer (Colored) 3.2 GHz to 4.7 GHz; 16 GB DDR4; 512 SSD With OS included; 700 W Generic PSU; Generic Case; Heavy Duty Mouse & Keyboard Speakers, complete accessories Display: 19.5 LED Monitor w/ HDMI Cable Port and VGA port All -in-one Fast Charging UPS Power Supply for Power Backup 650 VA 390 watts and 1000 watts AVR Printer's Specification Print, Scan, Copy; Compact Integrated Tank Design High Yield Ink Bottles; Borderless Printing up to 4R Max. Resolution: 5760 x 1440 dpi 1 year Warranty X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
Comp	pany Name / I	Business N	ame & Address Name / Signature of Representatives	Form & A	Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1229 DATE : July 24, 2024

PURPOSE: FOR USE OF THE CITY ENVIRONMENT MANAGEMENT OFFICE, CEMO, THIS CITY.

OFFICE: CEMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., August 13, 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)

129,000.00

2,580.00

6,450.00

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 by a Universal or Commercial Bank

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

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: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, : Two percent (2%) of the ABC (See above)

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

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