## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1271

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
1	250	pax	LOT I MEALS & SNACK SNACKS AM Snacks 125	100	
2	100 25	pax pax	PM Snacks 125 LUNCH DINNER		
1	3	room	LOT II ACCOMODATION 3 rooms for 1 night Note: See attach Menu Progress Billing	Sub-Total	
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	on TOTAL	
Com	pany Name	e / Business Na	nme & Address Name / Signature of Representativ	ves Form &	Amount

of Bid Security

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-07-1271 **DATE: July 30, 2024** 

FOR THE USE OF SEAL OF GOOD LOCAL GOVERNANCE MEETINGS ON AUGUST 2024 AND PURPOSE:

NATIONAL VALIDATION ON SEPTEMBER 2024.

OFFICE: CPDCO

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

(5% of ABC)

(2% of ABC)

Lot 1 Lot 2 50,000.00 1,000.00 2,500.00 9,000.00 180.00 450.00

## **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)

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.

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

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)

e) Bid Securing Declaration

: Proportionate to share form with respect

to total amount of security

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**