Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1223

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	5	units	Delivery Term: 15 Working Days upon receipt of P.0 Personal Computer (CPU Components Only) -8000U Series Processor 2.5GHz (4MB Cache or higher) -Motherboard with On-Board Audio, Video, LAN and Printer Port -4GB RAM -Full Tower ATX Casing with 650Watts Power Supply -1TB Harddisk -DVDRW with Multi-Media Speakers -650Watts AVR -Windows Enhanced Keyboard -Optical Mouse with Pad -Plus Pre-Installed Softwares	5	
2	5	unit	LCD Monitor 17 " using LED Technology or higher (not wide)		
3	5	unit	650VA UPS (Heavy-Duty)		
4	5 PURPOSE:	unit	Inkjet Multi-Function Printer with Ink Tank System -Printer/Copier/Scanner -Built-in ink tank system -1-year Warranty Note: Supplier should have after sales repair service x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL	
	many Name - /	Duain and N	Agriculture Office, this City.	Form 9	Amount
Com	ipany Name /	Business N	ame & Address Name / Signature of Representatives	Form & A	Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1223 DATE : July 24, 2024

PURPOSE: PROCUREMENT OF VARIOUS IT EQUIPMENTS FOR USE OF CITY AGRICULTURE OFFICE, THIS CITY.

OFFICE: AGRI

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)

226,500.00 :

4,530.00

11,325.00

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

: 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, if issued by a foreign bank.

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

: Five percent (5%) 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

: 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