# Republic of the Philippines City of San Carlos Negros Occidental

#### SHEET NO. 1

### **INVITATION TO BID**

**PURCHASE REQUEST NO:** 8-24-07-1285

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	3	units	Delivery Term: 15 Working Days upon receipt of P.O. 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 SSD Harddisk  - DVDRW with Multi-Media Speakers  - 650Watts AVR  - Windows Enhanced Keyboard  - Optical Mouse with Pad	
2 3 4	2 2 2	units units units	- Optical Mouse with Pag  - Plus Pre-Installed Softwares  LCD Monitor 19.5" using LED Technology  650VA UPS (Heavy-Duty)  Continous ink jet printer with Tank System  (Printing Capability only)  - Max print resolutin: 720 x 720 dpi  - Print speed: up to 8.5ipm / 4.5ipm  - Power: 220V	
5	1 PURPOSE:	units	- 1-year warranty  A3 Printer, Copier, Scanner  - Printer/ Copier/ Scanner Capability  - Built In Tank System  - 4800 1200 dpi Print Solution  - A3 (11.7"x16.54") Paper size capability  - Print speed (Black)338ppm and (Color) 24ppm  - 1200x240 dpi Scan Resolution  - 216 356 Scan Area  - Touch Screen Display Type  - USB and Wifi Connectivity  - Boderless Printing  - Front and Rear Tray Orientation  - 220-240VAC Rated Voltage  X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 8-24-07-1285 DATE : July 31, 2024

PURPOSE: FOR USE OF PUBLIC MARKET AND SLAUGHTERHOUSE DEPARTMENT, THIS CITY.

OFFICE: PMSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., August 20, 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)

145,000.00

2,900.00

7,250.00

#### **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

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