

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1351

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
LOT I - MEALS and SNACKS					
FIRST BATCH (October 14-16, 2024)					
1	165	pack	Morning SNACKS	_____	_____
2	165	pack	Afternoon SNACKS	_____	_____
3	165	pack	Lunch	_____	_____
4	21	pack	Dinner	_____	_____
SECOND BATCH (October 17-19, 2024)					
1	165	pack	Morning SNACKS	_____	_____
2	165	pack	Afternoon SNACKS	_____	_____
3	165	pack	Lunch	_____	_____
4	21	pack	Dinner	_____	_____
THIRD BATCH (October 21-23, 2024)					
1	165	pack	Morning SNACKS	_____	_____
2	165	pack	Afternoon SNACKS	_____	_____
3	165	pack	Lunch	_____	_____
4	21	pack	Dinner	_____	_____
				Sub-Total	_____
LOT II - TRAINING VENUE					
1	3	day	VENUE (October 14-16, 2024)	_____	_____
2	3	day	VENUE (October 17-19, 2024)	_____	_____
3	3	day	VENUE (October 21-23, 2024)	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	_____
			To be served for the 3-day Community-Based Disaster Risk Reduction and Management (CBDRRM) Training of the 18 Barangays in San Carlos City Barangay thru the Office of the Civil Defense Regional Office 6.		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

FOR SALE
₱ 1,000.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1351 **DATE** : August 7, 2024

PURPOSE: TO BE SERVED FOR THE 3-DAY COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT (CBDRM) TRAINING OF THE 18 BARANGAYS IN SAN CARLOS CITY BARANGAY THRU THE OFFICE OF THE CIVIL DEFENSE REGIONAL OFFICE 6.

OFFICE : CDRRMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , August 27, 2024

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	:	442,800.00	8,856.00
Lot 2	:	90,000.00	1,800.00

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - 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)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - 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.) ₱ 1,000.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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.

SGD

ATTY. MA. CHAT H. DELIMA-CORDERO
City Gov't Dept. Head I-OHRM / BAC Chairman
BIDS & AWARDS COMMITTEE