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

SHEET NO. 1

## INVITATION TO BID

**PURCHASE REQUEST NO: 1-24-08-1373** 

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**.

IIEW#	QIY.	UNIT	ARTICLES	UPRICE	TOTAL
			Lot -I		
1	954	servings	Meals ( <mark>Brea</mark> kfast, L <mark>unch, Dinner )                                  </mark>	40	
2	1,400	servings	Snacks (A.M. and P.M.)	101	
			12/12/11/21	Sub-Total	
			Lot - II \EL\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
1	400	packs	Cream Filled Biscuits (assorted)		
2	2,000	bots	Flavored Bottled Juice / Drinks (assorted) 220ml		
			Note:	Sub-Total	
			1. Lot I and II are subject for progress billing		
	1		2. Supplier for Lot II must provide service water in every act	ivity.	
			3. Supplier for Lot II must rep <mark>lace the item if unc</mark> onsumed		
			1 month before its expiration date.		
		1	4. Number of servings depends on the activity to be conducted		
			and shall be communicated by the End-user to the suppl	er.	
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
F	PURPOSE:		For use of SCCADAC in the implementation of CBDRP	TOTAL	
			Daily Sessions, Regular Quarterly and Special Meetings,		
			Barangay Drug Clearing Program, Random Drug Testing		
			of LGU Employees, School Symposia and other related		
			activities of CY 2024.		
Company Name / Business Name & Address Name / Signature of Representatives				s Form & Amount of Bid Security	

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1373 DATE : August 9, 2024

PURPOSE: FOR USE OF SCCADAC IN THE IMPLEMENTATION OF CBDRP DAILY SESSIONS, REGULAR

QUARTERLY AND SPECIAL MEETINGS, BARANGAY DRUG CLEARING PROGRAM, RANDOM DRUG TESTING OF LGU EMPLOYEES, SCHOOL SYMPOSIA AND OTHER RELATED ACTIVITIES OF CY 2024.

OFFICE: SCCADAC

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/ Surety Bond

Bank Draft/Guarantee

(2% of ABC) (5% of ABC)

Lot 1 : 359,420.00 : 7,188.40 : 17,971.00 Lot 2 : 72,000.00 : 1,440.00 : 3,600.00

## **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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.

c) Surety Bond callable upon : Five percent (5%) of the ABC (See above) 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

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