Republic of the Philippines

City of San Carlos

Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1342

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	1	Guit	Delivery Term: 15 Working Days upon red A4 ADF SCANNER (Automatic Document Feede - A4 sheet-fed one pass duplex colour scanner - Light Source: RGB LED	
2	1	unit	 USB 2.0 ADF capacity: 50 sheets A3 PRINTER with Built-in Tank Eco Tank Printer Micropiezo Printhead Bi-directional printing Max. print resolution 5760x1440 	
	PURPOSE		- USB 2.0 x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO		JEST NO	: 1-24-08-1342		DATE : August 6, 2024				
PURPO	URPOSE: FOR USE OF THE OFFICE OF THE BUILDING OFFICIAL, CED.								
OFFIC	E:	CED	7/						
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 CO	AMOUNT OF CONTRACT		BID SECURITY			
		0	BINGK	Cash	/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)			
		1_1	: 90,000.0		1,800.00	: 4,500.00			
TERMS & CONDITIONS									
1900									
1.		Cash o <mark>r cashier's</mark> by a Univ <mark>ersal or</mark>	anied by a BID SECURIT / Manager's Check issued Commercial Bank easurer of San Carlos City	d	: Two percent (2%) of the A	ABC (See above)			
 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, 									
	c)	if issued by a fore Surety Bond calla demand issued b insurance compa certified by the In Commission as a	ble upon y a surety or ny duly surance		: Five percent (5%) of the A	ABC (See above)			
	d)	to issue such sec Any combination	urity.	:	Proportionate to share for to total amount of security				
	e)	Bid Securing Dec	laration						
2.	Secure bido	-	om the BAC Secretariat Of Ice No. 23-21, Series of 20		on-refundable fee of	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