Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1363

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	ARTICL	ES	U PRICE	TOTAL
1	2	nights	LOT I- ROOM ACCOMMODAT Standard Room	ION SO I	60	
1	150	servings	LOT II-MEALS (Buffet) Lunch @50 pax x 3 days-Octob	per 3-5, 2024	9,	
1 2	2 2	servings servings	LOT III a. Dinner @ 1 pax x 2 nights-O b. Breakfast @ 1 pax x 2 days-	October 4-5, 2024		
F	PURPOSE		Note: Winning Supplier should water, coffee, cream and See attached menu. X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	d sugar. (-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	Sub-Total _	
Company Name / Business Name & Address Name / Signat				nature of Representatives	Form & Amount of Bid Security	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1363 **DATE: August 8, 2024**

TO BE USED FOR SEMINARS ON FUNDAMENTALS OF COOPERATIVES (FOC) AND GOVERNANCE PURPOSE:

AND MAN<mark>AGEMENT OF COOPERATIVES (GMC) AT CLDO ACTIVITY AREA ON OC</mark>TOBER 3-5, 2024

(TENTATIVE SCHEDULE).

OFFICE: CLDO

Lot 1

Lot 2

Lot 3

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)

2.580.00 51.60 129.00 37,500.00 750.00 1,875.00 800.00 16.00 40.00

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Trea<mark>surer of San Carlos City</mark>.

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)

: Five percent (5%) 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

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 2. (per City Ordinance No. 23-21, Series of 2023.)

P 500 00

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions. 8.

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