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

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1389

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	2		ivery Term: (All Lots) 10 Working Days upon receipt LOT I Brand new All in one computer Operating System: License Windows 11 Pro Processor: 14th Processor 1.9GHz(12M Cache, up to 4.6 Ghz 12 cores) Display: Non-touch screen, 23.8-inch FHD (1920X1080) 16:9 wide view, Anti glare display, LED Backlit, 250nits, sRGB 100%, Screen-to-body ration 88% Memory Storage: 8GB DDR4 SO-DIMM x 2, Storage: 1TB M.2, NVMe Pcle R 4.0 SSD Audio: Built-in speaker USB & LAN port Built-in array microphone Power Supply: Input: 100-240V AC 50/60 HZ Universal Mouse, Keyboard and UPS 650VA		
1 2	1 1 PURPOSE:	set set	LOT II  A3 Multifunction Inkjet Tank Printer Print, Scan, Copy ALL in One Inkjet Printer Intergrated Ink Tank System with ADF scanner, copier, printer.  Note:  * Please indicate BRAND & MODEL NO. in your bid.  * Supplier should have after sales repair service.  X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	Sub-Total TOTAL =	
Com	pany Name / E	Business N	ame & Address Name / Signature of Representatives	Form & A	

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-08-1389 **DATE: August 12, 2024** 

**PURPOSE:** FOR USE OF SANGGUNIANG PANLUNGSOD OFFICE

OFFICE: SP

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 Lot 2 90,000.00 1,800.00 4,500.00 65,000.00 1,300.00 3,250.00

## **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 by a Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

: Two percent (2%) of the ABC (See above)

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,

if issued by a foreign bank.

: Two percent (2%) of the ABC (See above)

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized

: Five percent (5%) of the ABC (See above)

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

- 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.
- 6. 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. 8.

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