

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-07-1284

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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	32	Unit	Delivery Term: 15 Working Days upon receipt of P.O. Personal Computer (CPU Components Only) 8000U Gen Series Processor 2.5GHz (4MB Cache or higher) Motherboard with On-Board Audio, Video, LAN and Printer Port 8GB RAM Full Tower ATX Casing with 650Watts Power Supply 1TB Harddisk Webcam Headset w/ Microphone 650Watts AVR Windows Enhanced Keyboard Optical Mouse with Pad Plus Pre-Installed Softwares	_____	_____
2	32	Unit	LCD Monitor 19 inch LED Technology	_____	_____
3	50	Unit	UPS 650 VA Heavy Duty	_____	_____
4	4	Unit	Laptop Computer 10th Gen 10210U Processor (or higher) 8GB Memory 1TB HDD + 256 SSD 14.1" HD Display (or wider) HD Graphic with 4GB Dedicated Memory (Video Card) WiFi Network Port (Built-in or External with Adapter) Built-in Web Camera Multi Card Reader 64-Bit Windows10 Operating System Li-Ion Battery Optical Mouse with Pad Carrying Case 1-year warranty	_____	_____
5	4	Unit	Inkjet Multi-Function Printer with Ink Tank System Printer/Copier/Scanner Built-in ink tank system 1-year warranty	_____	_____
6	6	pc	Hard Drive 1 Terabyte	_____	_____
7	17	pc	4GB DDR4 RAM	_____	_____

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-07-1284 **DATE** : July 31, 2024

PURPOSE: FOR USE OF INFORMATION TECHNOLOGY & COMPUTER SERVICES OFFICE, THIS CITY.

OFFICE : ADMIN

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , **September 3, 2024**

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

	Cash/ Manager's Check (2% of ABC)	Surety Bond (5% of ABC)
:	1,353,400.00 :	27,068.00 : 67,670.00

PRE-BID CONFERENCE: **August 22, 2024 at 8:30 AM, BAC Secretariat Office**

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

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P5,000.00 (per City Ordinance No. 23-21, Series of 2023.)

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**