



## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-08-1366 **DATE** : August 8, 2024

**PURPOSE:** TO BE USED FOR FUTSAL COACHING AND REFEREE'S COURSE ON SEPTEMBER 9-13, 2024.

**OFFICE :** SPORTS

**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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
<b>Lot 1</b> Meals	: 7,000.00	: 140.00	: 350.00
<b>Lot 2</b> Snacks	: 32,000.00	: 640.00	: 1,600.00
<b>Lot 3</b> Uniform	: 7,200.00	: 144.00	: 360.00
<b>Lot 4</b> Tarpaulin	: 2,400.00	: 48.00	: 120.00
<b>Lot 5</b> Other Supplies	: 1,500.00	: 30.00	: 75.00

### 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
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 500.00 ( per City Ordinance No. 23-21, Series of 2023.)
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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.

SGD

**ATTY. MA. CHAT H. DELIMA-CORDERO**

City Gov't Dept. Head I-OHRM / BAC Chairman  
**BIDS & AWARDS COMMITTEE**