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

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1416

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**.

A CONTRACT OF				
1 1 unit A4 W -Car -Prir -Cor -Hig -Spi - Wi Note	rery Term: 15 Working Day II-FI ALL-IN-ONE INK TANK Portine A4, Long (8.5x13), Letter t, Scan, Copy, Fax with ADF Inpact Integrated Tank design in Yield ink Bottles II-Free, error-free refilling th Warranty Supplier must have Repair Section as a control of the suilding the Building and t	RINTER WITH ADF (8.5x11) etc.  Services After Sale x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL =	
Company Name / Business Name & A	ddress Name / Signatur	e of Representatives	Form & A	

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-08-1416 **DATE: August 14, 2024** 

FOR USE OF OFFICE OF THE BUILDING OFFICIAL, CED **PURPOSE:** 

OFFICE: CFD

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

420.00

(5% of ABC)

21,000.00

1,050.00

## 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 Univ<mark>ersal or Commerc</mark>ial Bank

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

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit issued by a Uni<mark>versal or Commercial Bank:</mark> 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

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

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

P 500.00

- 3. 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. 4.
- 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.
- 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**