

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1421 **DATE** : August 15, 2024

PURPOSE: FOR USE OF CITY HEALTH OFFICE. (CY 2024)

OFFICE : CHO

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

PLACE : BAC Secretariat Office/CMO Extension Office

	<u>AMOUNT OF CONTRACT</u>	<u>BID SECURITY</u>	
		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	: 7,700.00	: 154.00	: 385.00
Lot 2-A	: 7,260.00	: 145.20	: 363.00
Lot 2-B	: 5,220.00	: 104.40	: 261.00
Lot 2-C	: 3,850.00	: 77.00	: 192.50
Lot 2-D	: 33,000.00	: 660.00	: 1,650.00
Lot 2-E	: 31,900.00	: 638.00	: 1,595.00
Lot 3	: 12,100.00	: 242.00	: 605.00

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 : Two percent (2%) of the ABC (See above)
by a Universal or Commercial Bank
in favor of City Treasurer of San Carlos City.
 - Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above)
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.
 - Surety Bond callable upon : Five percent (5%) of the ABC (See above)
demand issued by a surety or
insurance company duly
certified by the Insurance
Commission as authorized
to issue such security.
 - 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