Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1436

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	Board	Delivery Term: (All Lots) Days upon receipt of P.O.	0		
	- 1	631	Meals and Snacks	60		
1	70	pax	PM Snacks			
2	200	servings	Dinner S S S S S S S S S S S S S S S S S S S			
			Note: See attached Menu			
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-			
	PURPOS	E: 💮 🔪	To be served to the City Tourism Office during the tourism	TOTAL		
			excellence and appreciation night on September 27, 2024.			
Company Name / Business Name & Address Name / Signature of Representatives					Form & Amount	
				of Bid Se	curity	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1436 **DATE: August 16, 2024**

TO BE SERVED TO THE CITY TOURISM OFFICE DURING THE TOURISM EXCELLENCE AND PURPOSE:

APPRECIATION NIGHT ON SEPTEMBER 27, 2024.

OFFICE: TOURISM

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)

(5% of ABC)

63,000.00

1,260.00

3,150.00

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 Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, : Two percent (2%) of the ABC (See above)

if issued by a foreign bank. c) Surety Bond callable upon demand issued by a surety or

insurance company duly certified by the Insurance Commission as authorized

to issue such security. d) Any combination of the foregoing : Five percent (5%) of the ABC (See above)

: 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**