Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1493

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
Delivery Term: (All Lots) 10 Working Days upon receipt of P.O.					
		991	Lot I:	40	
1	1	pc	22" LCD Monitor using LED Technology		
			CPU Compnents:	Bridge	
2	1	рс	processor 10400 10th gen/ 12m cache, up to 4.30GHz	1	
3	1	рс	ATX Case with Power supply 700 watts		
4	1	рс	8GB RAM DDR4		
5	1	рс	Mother Board LGA 1150		
6	1	pc	512gb SSD		
7	1	рс	1TB HDD		
8	5	pcs	UPS 1000 VA (Heavy Duty)		
				Sub-Total	
			Lot II:		
1	3	рс	Portable External Hard Drive SSD 1TB USB 3.2 Gen		
2	3	pcs	Maintenance Box (C3945 for Printer Model: Epson L15150)		
			VIIIDDINV	Sub-Total	
			Lot III		
1	1	рс	Computer Chair		
			Mechanism Type: Conventional Tilt		
			Adjustable Backrest Angle: 65-135 Degree		
			with Tilt Lock		
			See attached photo for Lot: III Computer chair		
	51155665		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
PURPOSE:			For use of General Services Department, this city.	TOTAL	
Company Name / Rusiness Name & Address Name / Signature of Penrosentatives				Form & Amount	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1493 DATE : August 27, 2024

PURPOSE: FOR USE OF GENERAL SERVICES DEPARTMENT, THIS CITY.

OFFICE: GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., September 10, 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)

Lot 1
Lot 2
Lot 3

: 50,650.00 : 1,013.00 : 2,532.50
: 32,970.00 : 659.40 : 1,648.50
: 9,395.00 : 187.90 : 469.75

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) 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.

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

: Proportionate to share form with respect

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

to total amount of security

e) Bid Securing Declaration

2. 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.
- 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