

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1423

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: (for Lot II) 7 Working Days upon receipt of P.O.					
LOT I: SNACKS					
1	400	pack	Snacks PM		
NOTE:					
1. Snacks should be placed in biodegradable packaging					
2. See attach menu					
LOT II: OFFICE SUPPLIES FOR (SOCA)					
1	1	pcs.	1/2' INCH RING BINDER		
2	30	pcs.	CERTIFICATE HOLDER SHORT SIZE		
3	30	pcs.	PHOTO FRAME		
4	120	pack	FANCY GLITTER PAPER ; 30 PACKS GREEN ; 30 PACKS BLUE;30 PACKS GOLD (EVERY PACK IS 10 PCS.)		
5	20	pcs.	DOUBLE SIDED TAPE (1 INCH)		
6	50	pcs.	CLEAR GLUE PEN		
7	2	box	A4 BOND PAPER		
8	2	box	LONG SIZE BOND PAPER		
9	2	box	SHORT SIZE BOND PAPER		
10	20	pack	PHOTO PAPER		
11	40	pcs.	EXPANDED FOLDER LONG		
12	50	pcs.	LONG FOLDER (WHITE)		
13	20	pcs.	EXPANDED PLASTIC ENVELOPE		
14	20	pcs.	BROWN ENVELOP LONG		
15	20	pcs.	FILLING BOX		
16	3	box	BINDER CLIP 2 INCHES		
17	3	box	BINDER CLIP 1 INCH		
18	10	pcs.	MASKING TAPE 2 INCHES		
19	10	pcs.	MASKING TAPE 1 INCH		
20	10	pcs.	ADHESIVE TAPE 1 INCH		
21	5	pcs.	ADHESIVE TAPE 2 INCHES		
22	30	pcs.	MANILA PAPER		
23	2	pcs.	BIG SCISSORS		
24	2	box	PERMANENT MARKER BLACK BROAD		
25	60	pcs.	CARTOLINA ASSORTED		
26	1	box	LAMINATION FILM LONG		
27	20	pack	SPECIAL PAPER LONG (LIGHT GREEN)		
28	20	pack	SPECIAL PAPER SHORT (LIGHT GREEN)		
29	2	pack	CONSTRUCTION PAPER ASSORTED NEON COLOR (250 SHEETS, 10 COLOR)		
				Sub-Total	
PURPOSE:				T O T A L	
For the use of Local State of the Children Address November 27, 2024 (Tentative Date).					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1423 **DATE** : August 15, 2024

PURPOSE: FOR THE USE OF LOCAL STATE OF THE CHILDREN ADDRESS NOVEMBER 27, 2024 (TENTATIVE DATE).

OFFICE : CSWDO

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 Snacks	: 30,000.00	: 600.00	: 1,500.00
Lot 2 Office Supplies	: 21,962.50	: 439.25	: 1,098.13

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