

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1430

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: 15 Working Days upon receipt of P.O.					
1	4	reams	A4 Bond Paper	_____	_____
2	2	pcs.	Heavy Duty Stapler	_____	_____
3	5	boxes	Staple wire No. 35	_____	_____
4	1	pc.	White Board 45*60	_____	_____
5	4	pcs.	Desk Storage metal Organizer 4-tier	_____	_____
6	5	boxes	Paper Fastener	_____	_____
7	1	pc	3 drawers office cabinet	_____	_____
8	3	pcs.	Scissors	_____	_____
9	20	pcs.	Expandable envelope	_____	_____
10	5	boxes	Cork Board Pin	_____	_____
11	1	pc	Office Cabinet Organizer	_____	_____
12	10	reams	Mimeographing Paper Short	_____	_____
13	12	reams	Short Bond Paper US	_____	_____
14	12	reams	Long Bond Paper US	_____	_____
15	10	packs	Short Sticker Paper	_____	_____
16	10	packs	Long Sticker Paper	_____	_____
17	10	pcs.	Double Sided Tape	_____	_____
18	2	bots.	Permanent Ink Refill Black	_____	_____
19	2	bots.	Permanent Ink Refill Blue	_____	_____
20	2	rolls	Laminating Film	_____	_____
21	10	rolls	Masking Tape 1.5'	_____	_____
22	20	packs	AAA Battery (4pcs/pack)	_____	_____
23	3	boxes	Ballpen, Fine Black	_____	_____
24	3	pcs.	Ring Binder Short Folder (Blue)	_____	_____
25	3	pcs.	Ring Binder Short Folder (Green)	_____	_____
26	3	pcs.	Ring Binder Short Folder (Yellow)	_____	_____
PURPOSE:			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	T O T A L	_____
			For use of the San Carlos City Multi-purpose Building, this city.		_____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1430 **DATE** : August 16, 2024

PURPOSE: FOR USE OF THE SAN CARLOS CITY MULTI-PURPOSE BUILDING, THIS CITY.

OFFICE : CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , September 17, 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)			
:	59,585.00	:	1,191.70	:	2,979.25

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 (per City Ordinance No. 23-21, Series of 2023.) P 500.00
- 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**