

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-08-1513**

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**.

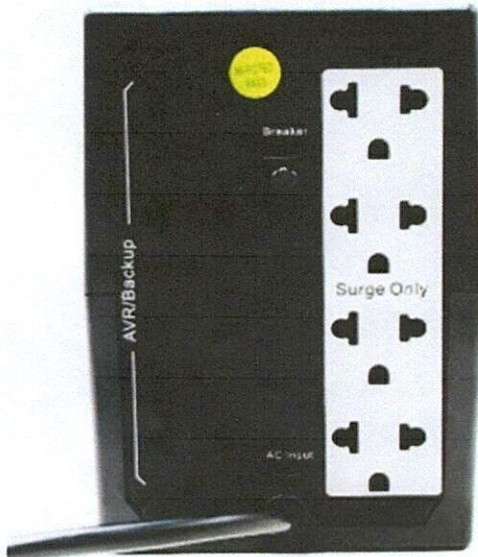
ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
<b>Delivery Term: (All Lots) 10 Working Days upon receipt of P.O.</b>					
<b>Lot I: Desktop Computer with Accessories</b>					
1	2	unit	Desktop Computer (CPU Component only) -10400 Series Processor 2.90GHz up to 3.90GHz (6MB Cache or higher) -Motherboard with On-Board Audio, Video, LAN and Printer Port -4GB RAM -Full Tower ATX Casing with 650Watts Power Supply -1TB Hard disk -DVDRW with 2.1 Multi-Media Speakers -650Watts AVR -Plus Pre-Installed Softwares -With warranty		
1	1	pcs	Printer Wire Cable Cord 3 meters (Color Black)		
2	1	pcs	High-speed HDMI to HDMI cable 5 Meter for LED LCD HD TVs, Computer Monitors and Projector		
3	4	unit	750va 500W 8 Sockets UPS (Uninterruptible Power Supply) Backup Power Supply -with Built-in AVR Protection, Surge Protection -With warranty		
				Sub-Total	
<b>Lot II: PRINTERS</b>					
1	1	unit	Printer - A3+ Wi-Fi Duplex Wide-format All-in-One Ink Tank Printer -Print speed of up to 17.0 ipm -Prints up to A3+ (for simplex) -Automatic duplex printing -Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) -Wi-Fi, Wi-Fi Direct -Ink included -With warranty		
2	1	unit	Printer -Ink included -With warranty		
3	3	bottle	101 EcoTank Black ink bottle 127.0 ml for Epson Printer		
4	2	bottle	101 EcoTank Cyan ink bottle 70.0 ml for Epson Printer		
5	2	bottle	101 EcoTank Magenta ink bottle 70.0 ml for Epson Printer		
6	2	bottle	101 EcoTank Yellow ink bottle 70.0 ml for Epson Printer		
				Sub-Total	
<b>NOTE: See attached sample pictures for reference.</b>					
PURPOSE: For the use of Public Employment Service Office, this city.				<b>T O T A L</b>	


Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

**750va 500W 8 Sockets UPS (Uninterruptible Power Supply) Backup Power Supply MPLUS**

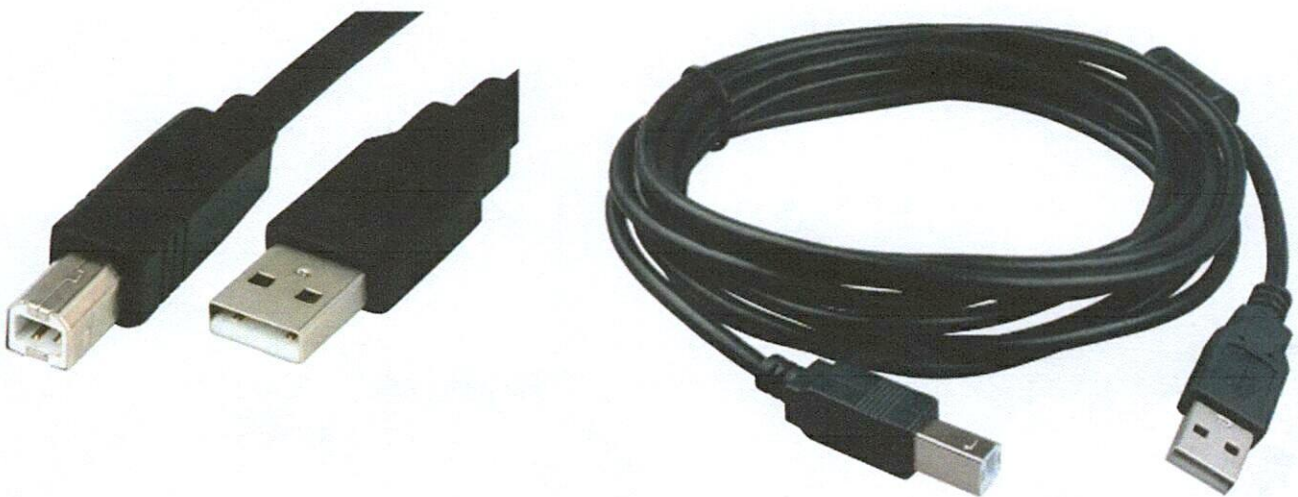


  
**MARIE M. AVENIR**  
CGADH I / PISO Manager / CTEC

**High-speed HDMI to HDMI cable 5 Meter for LED LCD  
HD TVs, Computer Monitors and Projector**



**Printer Wire Cable Cord 3 meters (Color Black)**



  
**MARIEL M. AVENIR**  
CGADH I / PESO Manager / CTEC

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-08-1513 **DATE** : August 29, 2024

**PURPOSE:** FOR THE USE OF PUBLIC EMPLOYMENT SERVICE OFFICE, THIS CITY.

**OFFICE :** PESO

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS** : 1:30 P.M. , October 1, 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	:	59,400.00	1,188.00
Lot 2	:	41,100.00	822.00

### **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 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**