

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1601

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: 5 Working Days upon receipt of P.O.</b>					
<b>Lot I</b>					
1	5	serving	Lunch	_____	_____
2	45	serving	PM Snacks	_____	_____
<b>Note: Please see attached menu for Lot I</b>				Sub-Total	_____
<b>Lot II</b>					
1	25	pc	Certificate Holder, 8.5 x 11 Material: Plastic	_____	_____
<b>Lot III</b>					
1	18	pcs	Plaque Type: Acrylic Size: A3 (Please see attached design)	_____	_____
<b>Lot IV Token</b>					
1	5	unit	Induction Cooker Soft Touch Control Panel; LED Display Cool - to - Touch Surface Water Proof Tempered Glass; Power: 1800-1975 W Dimension: 415 mm x 240 mm x 335 mm	_____	_____
<b>Lot V</b>					
1	18	pcs	Tarpaulin, 3.4 ft x 1.3 ft (Please see attached design)	_____	_____
PURPOSE:				TOTAL	=====
For use during the "Localized Barangay Seal of Good Environmental Governance Year IV - Awarding Ceremony on October 18, 2024, City Environment Management Office, CEMO, this city.					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

**Localized Barangay Seal of Good Environmental Governance Year IV – Awarding  
Ceremony**

October 18, 2024

**Menu**

October 18, 2024

Lunch 5 pax (Packed)

Rice


Pork Caldereta

Pinakbet

Black Sambo

Soft Drinks, 350ml.

Bottled Water, 500 ml


  
**MAECAREL C. CAÑONEO**  
*Admin. Aide VI*



October 18, 2024

PM Snacks 45 pax

Siopao

Bottled Juice, 250 ml

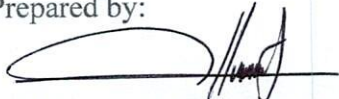
  
**ENGR. LORETO C. SANCHEZ, ENP**  
*CGDH 1 – CEMO*

ACCOUNT No. <b>000 000 0000 00</b>	ACCOUNT NAME <b>LOCAL GOVERNMENT UNIT OF SAN CARLOS CITY</b>	 932	Check No. <b>0000000 000</b>	BRSTN <b>00000 0000</b>
"Member: PDIC"		DATE: <b>OCTOBER 18, 2024</b>		
PAY TO THE ORDER OF		<b>₱ 250,000.00</b>		
PESOS		<b>TWO HUNDRED FIFTY THOUSAND PESOS ONLY</b>		
<b>San Carlos City Search of the Most Environment Friendly Barangay Year V</b>				
	SAN CARLOS CITY BRANCH NEGROS OCCIDENTAL PHILIPPINES			
	RAY JOHN D. LIM City Treasurer	HON. RENATO Y. GUSTILO City Mayor		
⑈0000 16 1397⑈0 1035⑈0779⑈00 228 1900059⑈				

Tarpaulin Check for Awarding

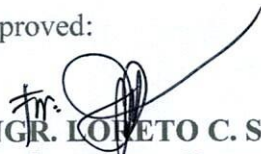
Material : Tarpaulin  
 Quantity : 18 pcs  
 Size : 40 x 15 inches

Prepared by:

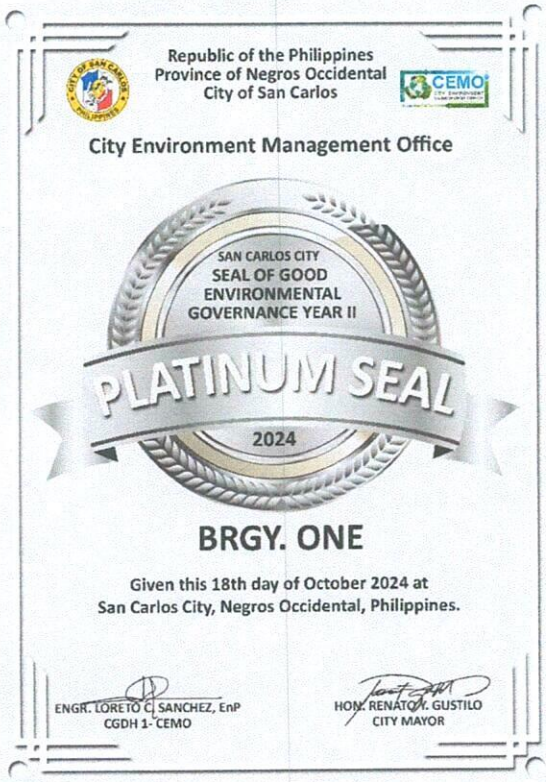


**ROMULO Z. LEVOIT, JR.**  
Admin Aide II

Approved:




**ENGR. ROBERTO C. SANCHEZ, EnP.**  
City Government Department Head I – CEMO



Plaque for Awarding

Material : Acrylic Smoke  
 Quantity : 18 pcs  
 Size : A3

Prepared by:

  
**ROMULO Z. LEVITT, JR.**  
 Admin Aide II

Approved:

  
**ENGR. LORETO C. SANCHEZ, EnP.**  
 City Government Department Head I – CEMO

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-09-1601 **DATE** : September 11, 2024

**PURPOSE:** FOR USE DURING THE "LOCALIZED BARANGAY SEAL OF GOOD ENVIRONMENTAL GOVERNANCE YEAR IV - AWARDING CEREMONY ON OCTOBER 18, 2024, CITY ENVIRONMENT MANAGEMENT OFFICE, CEMO, THIS CITY.

**OFFICE :** CEMO

**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	: 4,600.00	: 92.00	: 230.00
Lot 2	: 2,000.00	: 40.00	: 100.00
Lot 3	: 54,000.00	: 1,080.00	: 2,700.00
Lot 4	: 12,500.00	: 250.00	: 625.00
Lot 5	: 5,400.00	: 108.00	: 270.00

**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

2. 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.)

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