Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1630

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**.

1	1	unit	Delivery Term: 15 Working Days upon receipt of P Personal Computer (CPU component only) - 8000U Series Processor 2.5ghz (4mb Cache or higher) - Motherboard with On-Board Audio, Lan & Printer Port - 8GB DDR4 Memory - 1 TB HDD storage - Full Tower ATX Casing with 650Watts Power Supply - 650Watts AVR	5	
		1	- Windows Enhanced Keyboard - Optical Mouse with Pad - Plus Pre-installed Softwares		
2	1	unit	LCD Monitor 21.5" Using Led Technology		
3	1	unit	650VA UPS (Heavy Duty)		
4 F	1 PURPOSE:	unit	Multi-Function Printer with Built-In Ink Tank System - Printer/Scanner/Copier capability - High-yield Ink Bottles - 1 Year Warranty on parts and labor Note: Supplier should have after sale service repair x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL _	
Comm		(Dusings N	Carlos Branch, San Carlos City, Negros Occidental. Ame & Address Name / Signature of Representatives	Form & A	umount.

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-09-1630 DATE: September 12, 2024

FOR USE OF THE REVENUE COLLECTION OFFICER OF BIR - SAN CARLOS BRANCH, SAN CARLOS PURPOSE:

CITY, NEGROS OCCIDENTAL.

OFFICE: CMO

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

Cash/ Manager's Check/ Surety Bond

BID SECURITY

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

44,000.00 880.00 2,200.00

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 Univ<mark>ersal or Commerc</mark>ial Bank

in favor of City Treasurer of San Carlos City.

: Two percent (2%) of the ABC (See above) b) 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.

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

to total amount of security

e) 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

- 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.
- 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. ESTEFANIO S. LIBUTAN, JR. City Administrator / BAC Vice-Chairman **BIDS & AWARDS COMMITTEE**