Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1647

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
1 2 3 4 5	80 80 80 80 72	serving serving serving serving serving	Lot I. Meals and Snacks Breakfast AM Snacks Lunch PM Snacks Dinner Note: See attached menu.	Sub-Total	
1	9 PURPOSI	night E:	Lot II. Accomodation 2 Rooms for 9 Nights x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL	
			School Year X (SY 2024-2025) Evaluation of the City Environment Management Office, CEMO, this city on Nov. 11-12, 2024 (Weekdays only)		
Com	pany Name		me & Address Name / Signature of Representatives	Form & A	Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-09-1647 DATE: September 16, 2024

FOR USE OF SCC SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOL YEAR X (SY 2024-PURPOSE:

2025) EVALUATION OF THE CITY ENVIRONMENT MANAGEMENT OFFICE, CEMO, THIS CITY ON NOV.

11-12, 20<mark>24 (WEEKDAY</mark>S ONLY)

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/ Surety Bond

Bank Draft/Guarantee

(2% of ABC)

(5% of ABC)

Lot 1 Meals & Snacks Lot 2 Accomodation

59,200.00 1,184.00 2 960 00 27,000.00 540.00 1,350.00

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 Universal or Commercial 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.

c) Surety Bond callable upon : Five percent (5%) of the ABC (See above) 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

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- 4. 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 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- 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**