Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1658

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	1	ARTICLES	U PI	RICE TOTAL	
1	PURPOSE:	unit	LAPTOP 7530U series 6- 15.6-inch FHD (16 GB, 2X8 GB, 1 TB Solid State English Internat Integrated wides 802.11ac 1x1 W 3-Cell Battery, 4 Optical Mini Wir Carry Case 1 year Warranty x-x-x-x-x-x-x-x To replace the control	a: 15 Working Days upon received to the core of the co	Graphics Anti-Glare LED I umeric Keypad ingle Digital Micro	Backlit	
Comp	pany Name /	Business Na	ame & Address	Name / Signature of Represen	 ntatives	Form & Amount of Bid Security	_

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-09-1658 DATE : September 17, 2024

PURPOSE: TO REPLACE THE DEFECTIVE UNIT OF MS. SHEILA O. SUAREZ USED FOR BUDGET HEARINGS,

TRAININGS, AND SUBMISSION OF REPORTS TO BLGF & DBM.

OFFICE: CBO

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)

117 6 7 7 2

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60,000.00

1,200.00

<mark>3,0</mark>00.00

TERMS & CONDITIONS

1. 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 by a Universal or Commercial Bank

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

in favor of City Treasurer of San Carlos City.

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.

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

: 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

2. 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.
- **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. ESTEFANIO S. LIBUTAN, JR. City Administrator / BAC Vice-Chairman BIDS & AWARDS COMMITTEE