

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1704

Page 1 of 2

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
Delivery Date: (Lot 1 & 2) Nov. 20, 2024 (Lot 4) Nov. 15, 2024					
LOT 1					
1	8	pc.	Medal, Gold, Big (Educational)	_____	_____
2	8	pc.	Medal, Silver, Big (Educational)	_____	_____
3	8	pc.	Medal, Bronze, Big (Educational)	_____	_____
				Sub-Total	_____
LOT 2					
1	12	pc.	Bag, Back pack, Medium (asstd. Colors) See sample attach	_____	_____
2	12	pc.	Bag, Back pack, Small (asstd. Colors) See sample attach	_____	_____
3	20	pad	Yellow pad, 80 lvs.	_____	_____
4	10	pad	Intermediate pad, 80 lvs.	_____	_____
5	5	pad	Grade 1, pad paper, 80 lvs.	_____	_____
6	5	pad	Grade 3, pad paper, 80 lvs	_____	_____
7	12	pc.	Signpen, 0.3mm, black	_____	_____
8	30	pack	Ballpen, (6 pcs-3-black, 2-blue, 1-red per pack)	_____	_____
9	14	pack	Pencil (3 pcs. per pack)	_____	_____
10	12	pc.	Hardbound, Bookbind notebook, 120 lvs.	_____	_____
11	22	pc.	Composition Notebook w/ plastic cover, 80 lvs.	_____	_____
12	20	pc.	Writing notebook w/ plastic cover, 80 lvs.	_____	_____
13	16	pc.	Double Loop spiral notebook, 80 lvs.	_____	_____
14	12	box	Oil pastel, 18 colors, per box	_____	_____
15	4	pc.	Colored Clay, 10 colors per box	_____	_____
16	10	pack	Plastic fastener w/ double lock, 5's per pack	_____	_____
17	6	pc.	Artist palette, water color, 12 colors	_____	_____
18	6	pack	Scented Special board paper, blue (8.5 x 11", Laurel design), 10 pcs per pack	_____	_____
19	16	box	Portfolio case, (39 x 6.3 x 31 cm) (asstd colors)	_____	_____
				Sub-Total	_____
LOT 3					
SNACKS					
1	500	serving	Nov. 25 AM-Opening parade (Drum & Bugle)	_____	_____
2	44	serving	Nov. 25-PM (participants & coaches)	_____	_____
3	88	serving	Nov. 26-AM and PM (participants & coaches)	_____	_____
4	38	serving	Nov. 27-AM (participants & coaches)	_____	_____
5	38	serving	Nov. 28-AM (participants & coaches)	_____	_____
6	80	serving	Nov. 29-AM (participants & coaches)	_____	_____
7	18	serving	Snacks for the Judges	_____	_____
8	30	serving	Meals (closing ceremony), Lunch	_____	_____
				Sub-Total	_____

**FOR SALE
P 500.00**

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-09-1704 **DATE** : September 20, 2024

PURPOSE: FOR THE USE OF THE CITY PUBLIC LIBRARY FOR THE NATIONAL BOOKWEEK CELEBRATION ON NOVEMBER 25-29, 2024.

OFFICE : SP (LIBRARY)

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , October 15, 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	:	1,200.00	24.00
Lot 2	:	29,600.00	592.00
Lot 3	:	53,260.00	1,065.20
Lot 4	:	23,500.00	470.00

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**