

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 9-24-09-1714

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 Term: (All Lots) 15 Working Days upon receipt of P.O.					
1	2	unit	LOT 1 Overhead Scanner, Simplex Max Document Size: 432 x 300 mm; 3 seconds per page Description: Scanner Type: Overhead, Simplex Scanning Speed: 3 seconds per page across all modes (A3 landscape, Color/Grayscale/Monochrome from 150 to 1,200 dpi). Color Mode: Supports Color, Grayscale, Monochrome, and Automatic detection for optimal scanning flexibility. Image Sensor: Single Color CCD with lens reduction optics . Light Source: Dual White LED. Optical Resolution: Horizontal: 285-218 dpi, Vertical: 283-152 dpi. Document Size Compatibility: Max: 432 x 300 mm (A3); Min: 25.4 x 25.4 mm. Paper Thickness: Scans up to 30 mm thick Interface: USB 2.0/1.1 with Type-B connector Power Requirements: AC 100-240 V, 50/60 Hz. Power Consumption: 20W (Operating), 2.6W (Sleep), 0.4W (Auto Standby). Operating Environment: 5-35 °C, 20-80% humidity. Compliance: ENERGY STAR® and RoHS certified – Eco-friendly. Driver Support: Windows/macOS (ScanSnap-specific drivers). Software Package: Includes ScanSnap Home, Kofax Power PDF, ABBYY FineReader. Image Processing: Automatic deskew, size detection, rotation, color detection, book curvature correction. * 1 year warranty		
1	5	units	LOT 2 A4 Wi-Fi Duplex All-in-One Ink Tank Printer Multi-functional device offering print, scan, and copy Description: Printing Technology: Ink tank system, designed for high-volume printing at a low cost. Duplex Printing: Automatic two-sided printing to save time and reduce paper consumption. Print Speed: Up to 10.5 images per minute (ipm) for black-and-white, and up to 5.0 ipm for color prints. Print Resolution: Delivers sharp and detailed output with a maximum resolution of 4800 x 1200 dpi. Ink Yield: Economical printing with a yield of up to 7,500 black pages and 6,000 color pages per refill, significantly reducing the cost per page.		

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 9-24-09-1714 **DATE** : September 24, 2024

PURPOSE: FOR SAN CARLOS CITY HOSPITAL.

OFFICE : CITY HOSPITAL

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	:	96,000.00	1,920.00
Lot 2	:	73,925.00	1,478.50
Lot 3	:	150,000.00	3,000.00

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**