Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-09-1782

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**.

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
1	1	unit	Delivery Term: 15 Working Days upon receipt of P Personal Computer (CPU Components Only) Series Processor 2.5 GHz (4MB Cache or Higher) Motherboard with On-Board Audio, LAN and Printer Port 8GB RAM Full Tower ATX Casing with 650 Watts Power Supply 1TB HDD Storage Windows Enhanced Keyboard Optical Mouse Keyboard	5	
2	1	unit	Plus Pre- Installed Software LCD Monitor 21.6 "using LED Technology		
3	1	unit	650VA UPS (Heavy-Duty)		
4	1	unit	Multi-Function Printer with Built-in Ink Tank System	/	
	PURPOSE	E:	Printer/Scanner/ Copier Capability Built-in Tank System High-yield Ink Bottles 1 year Warranty x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	TOTAL	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-09-1782 DATE : September 30, 2024

PURPOSE: FOR THE USE OF DILG OFFICE.

OFFICE: DILG

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., October 29, 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)

(270 01

44,000.00

880.00

<mark>2,2</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,

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

authenticated by a Universal of if issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or

demand issued by a surety of insurance company duly certified by the Insurance Commission as authorized to issue such security.

d) Any combination of the foregoing

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

: 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.
- 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