## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-24-10-1827

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: (Lot II) 3 Working Days upon receipt of P.O.					
		231	LOT I: Meals	40	
1	60	pax	Snacks am	0 /	
2	60	serving	Lunch \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
3	60	pax	Snacks pm		
	1	-	Note: See Attached Menu	Sub-Total	
	1				
4	40		LOT II: Supplies Materials		
1	40	рс	Rain Coat, Medium		
	PURPOSE		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	TOTAL	
	FUNFUSE		To be use during Leadership Training on November 14, 2024, of the San Carlos City Council for Youth Affairs.	TOTAL :	
2024, of the dan dands dry double for route Andreas					
			MI.		
			VIII IDDINV		
			~ LIPPII		
					· · · · · · · · · · · · · · · · · · ·
Company Name / Business Name & Address Name / Signature of Representatives Form & Amount					

of Bid Security

Surety Bond

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-10-1827 DATE: October 2, 2024

TO BE USE DURING LEADERSHIP TRAINING ON NOVEMBER 14, 2024, OF THE SAN CARLOS CITY PURPOSE:

COUNCIL FOR YOUTH AFFAIRS.

OFFICE: SCCCYA

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/ Bank Draft/Guarantee

(2% of ABC) (5% of ABC)

468.00 1,170.00

Lot 1 Meals 23,400.00 16,000.00 Lot 2 Supplies Materials 320.00 800.00

## **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 by a Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

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

: 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.

: 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

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- Your price offer must be valid for 120 calendar days. 4.
- 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.
- 6. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**