

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 4-24-09-1767

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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	25	bot	All Purpose Glue- 130g		
2	130	pc	Ballpen, (black- 80pcs / blue-50pcs)		
3	60	ream	Bond Paper, US Long-sub. 20 / 70 gsm		
4	60	ream	Bond Paper, US Short- sub 20 /70 gsm		
5	50	box	Correction Tape (5mmx10mm)		
6	25	pc	Engineer's Field Book		
7	200	pc	Folder Long (Expanding - Pressboard/ thick)		
8	95	pc	Folder Long (White - Ordinary)		
9	85	pc	Folder Short (White - Ordinary)		
10	50	pc	Folder, Transparent Hardboard @back, Long		
11	50	pc	Folder, Transparent Hardboard @back, Short		
12	30	pc	Highlighter Marker (Assorted: Neon Yellow, Pink, Green and Blue) Best Quality		
13	30	pc	Marking Pen , Broad Black - Best Quality		
14	10	pc	Masking Tape 1"		
15	40	roll	Mimeo Paper Long (White Wove) sub 18		
16	40	ream	Mimeo Paper short (White Wove) sub 18		
17	20	ream	Paper Clips, Jumbo		
18	20	box	Paper Clips, small		
19	25	box	Paper Fastener, Plastic		
20	20	box	Pencil #1		
21	28	pc	Official Record Book 8.5" x 11" 500pages		
22	35	pc	Staple Wire#35		
23	350	box	Signpen , (Black- 195 / Blue -155)- Best Quality		
24	2	pc	A3 Bond Paper, hard copy bond - sub. 20 / 70 gsm		
25	15	pcs	Rubber band # 16		
26	10	ream	Plastic Tape # 1		
				Sub-Total	
LOT II COMMON ELECTRICAL DEVICES					
1	1	pack	Battery "AA" - (3pcs per pack) Good Quality		
LOT III COMMON JANITORIAL SUPPLIES					
1	15	pcs	Deodorizer		
2	15	tin	Air Freshener (Spray)-320ml		
3	75	bot	Alcohol, RUBBING 70% Solution, Ethyl - 500ml		
4	20	bar	Detergent Bar		

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 4-24-09-1767 **DATE** : September 30, 2024

PURPOSE: FOR USE OF THE CITY WATERWORKS DEPARTMENT.

OFFICE : CWD

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)	Surety Bond (5% of ABC)
Lot 1 Common Office Supplies	: 87,065.00	: 1,741.30	: 4,353.25
Lot 2 Common Electrical Devices	: 200.00	: 4.00	: 10.00
Lot 3 Common Janitorial Supplies	: 21,355.00	: 427.10	: 1,067.75

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