

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-10-1872

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.					
LOT I : COMMON OFFICE SUPPLIES					
1	50	piece	US Bond Paper, Sub. 20, 8.5" x 11	_____	_____
2	50	piece	US Bond Paper, Sub. 20, 8.5" x 13	_____	_____
3	75	piece	Correction Tape (8m, good quality)	_____	_____
4	30	roll	Adding Machine Tape	_____	_____
5	75	piece	Ballpen, Fine Point, Black (excellent performance)	_____	_____
6	20	box	Vinyl Coated Paper Clip, Size: 33mm	_____	_____
				Sub-Total	_____
LOT II : COMMON JANITORIAL SUPPLIES					
1	75	roll	Toilet Paper, 3 ply, good quality	_____	_____
2	24	bottle	Isopropyl Alcohol 70% Solution, Hypoallergenic, 500mL	_____	_____
				Sub-Total	_____
PURPOSE:				T O T A L	=====
To be used during the BUSINESS-ONE-STOP-SHOP of the City Treasurer's Office.					

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-10-1872 **DATE** : October 4, 2024

PURPOSE: TO BE USED DURING THE BUSINESS-ONE-STOP-SHOP OF THE CITY TREASURER'S OFFICE.

OFFICE : CTO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , November 12, 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	:	34,325.00	686.50
Lot 2	:	3,120.00	62.40

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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)
- 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