

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-10-1905**

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
<b>Delivery Term: 20 Working Days upon receipt of P.O.</b>					
1	2	piece	CALCULATOR (Electronic) , good quality 12 digits, 1.5V, with Backspace	_____	_____
2	1	piece	PRINTING CALCULATOR with AC Adaptor Dest-Top Type, 12 digits 3.5 line-per-second printing, 2-color printing	_____	_____
3	2	piece	PUNCHER (Heavy Duty, big hole)	_____	_____
4	5	piece	STAPLER (heavy duty) (30 sheet-stapling capacity, twin lever)	_____	_____
5	1	piece	STAPLER (heavy duty) 100 sheet-stapling capacity, throat depth: 60mm double clincher life, quick loading, soft-grip	_____	_____
6	2	piece	STAPLE WIRE REMOVER (Heavy Duty, plier type)	_____	_____
7	1	piece	18" DIGITAL LED WALL CLOCK Color: BLACK Large digital display (height of time: approx 4", LED) Time display: hour, minute and second Display: day, month, year, weekday & temperature Display Color: Red	_____	_____
<b>Note: Please see attached pictures for item Nos. 3 -7</b>					
PURPOSE:			To be used by the City Treasurer's Office.	TOTAL	_____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount  
of Bid Security

## **INSTRUCTION TO BIDDERS**

**PURCHASE REQUEST NO** : 1-24-10-1905 **DATE** : October 7, 2024

**PURPOSE:** TO BE USED BY 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)			
:	23,250.00	:	465.00	:	1,162.50

### **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**