

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-10-1919**

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: (All Lots) 60 Calendar Days upon receipt of P.O.</b>					
<b>Lot I-A</b>					
1	1	pc	Mugs Front Wheel	_____	_____
2	1	pc	Steering Sub, Assy	_____	_____
3	1	pc	Lever Right Handle	_____	_____
4	1	pc	Bolt Handle	_____	_____
5	1	pc	Bolt Handle L.	_____	_____
6	1	pc	Lever Left Handle	_____	_____
7	1	pc	Lid,Fuel	_____	_____
8	1	pc	Garnish Lower Inner	_____	_____
9	1	pc	Garnish Upper Inner	_____	_____
10	1	pc	Cover Right Floor Side	_____	_____
11	1	pc	Cover Left Floor Side	_____	_____
12	1	pc	Mat Right Floor	_____	_____
13	1	pc	Mat Left Floor	_____	_____
14	1	pc	Step Right Floor	_____	_____
15	1	pc	Step Left Floor	_____	_____
16	1	pc	Garnish Right Floor	_____	_____
17	1	pc	Garnish Left Floor	_____	_____
18	1	pc	Cover Center Side (Right)	_____	_____
19	1	pc	Cover Center Side (Left)	_____	_____
20	1	pc	Cover Under	_____	_____
21	1	pc	Cover Center	_____	_____
22	1	pc	Hinge Assy Lid, Fuel	_____	_____
23	1	pc	Lock Assy Lid, Fuel	_____	_____
24	1	pc	Spring Seat Lock	_____	_____
25	1	pc	Disk Plate	_____	_____
26	1	pc	Cover Set Front (Right)	_____	_____
27	1	pc	Cover Set Front (Left)	_____	_____
28	1	pc	Cover Front (Upper)	_____	_____
29	1	pc	Cover Front (Center)	_____	_____
30	1	pc	Cover Front (Lower)	_____	_____
31	1	pc	Fender Set Front	_____	_____
				Sub-Total	_____
<b>Lot I-B</b>					
1	1	service	Subframe Alignment (Labor)	_____	_____
2	1	service	Alignment of Telescopic Inner Tube (Labor)	_____	_____
3	1	service	Labor & Replacement of Items under Lot I-A	_____	_____
				Sub-Total	_____
<b>PURPOSE:</b>				<b>T O T A L</b>	_____
Repair & Maintenance - Honda ADV 160 (ADV2) of City Disaster Risk Reduction and Management Office (CDRRMO).					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount  
of Bid Security

**FOR SALE**  
**P 500.00**

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-24-10-1919 **DATE** : October 7, 2024

**PURPOSE:** REPAIR & MAINTENANCE - HONDA ADV 160 (ADV2) OF CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (CDRRMO).

**OFFICE :** CDRRMO

**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-A	:	43,288.72	865.77
Lot 1-B	:	14,500.00	290.00

### **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**