

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-10-1928

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 |
|----------|------|------|---|------------------|-------|
| 1 | 1 | unit | Delivery Term: 7 Working Days upon receipt of P.O. Personal Computer (CPU) Components S1200 10th GEN10400 Motherboard S1200 11th GEN H510M-K R2.0 1200w/on -board audio,video,LAN 256GB solid state drave Sata(SSD)ADATA 1TB Hard Disk Drive 16GB RAM DDR4-3200Hz ATX Casing w/700 watts power supply Wired USB keyboard Wired USB mouse w/ mouse pad External Slim SDRW Multi-Media Speaker AVR Ideal 800VA Microsoft Window 10 64Bit | | |
| 2 | 1 | unit | LCD monitor 19th using LED technology or higher | | |
| 3 | 1 | unit | 650VA UPS | | |
| 4 | 2 | unit | Inkjet-Single-Function Printer Built-in Ink tank system High-yield Ink bottles Printer resolution apprximately 5760dpi x 1440dpi | | |
| PURPOSE: | | | For the use of office of the Senior Citizen Affair (OSCA/PST). | T O T A L | |

Company Name / Business Name & Address | Name / Signature of Representatives | Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-10-1928 **DATE** : October 7, 2024

PURPOSE: FOR THE USE OF OFFICE OF THE SENIOR CITIZEN AFFAIR (OSCA/PST).

OFFICE : CSWDO

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) | | | |
| : | 64,600.00 | : | 1,292.00 | : | 3,230.00 |

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 (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**