

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-10-1930

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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 Calendar Days upon receipt of P.O.					
LOT I - OFFICE SUPPLIES					
1	3	box	Ballpen 0.5, Retractable (Blue) 50 pcs./box	_____	_____
2	2	box	Ballpen 0.5, Retractable (Red) 50 pcs./box	_____	_____
3	5	box	Ballpen 0.5, Retractable (Black) 50 pcs./box	_____	_____
4	8	box	Ink Gel Pen (Rubberized Grip & Retractable 0.5) Black 12pcs./box	_____	_____
5	2	box	Ink Gel Pen (Rubberized Grip & Retractable 0.5) Blue 12pcs./box	_____	_____
6	3	box	Ink Gel Pen (Rubberized Grip & Retractable 0.7) Black 12pcs./box	_____	_____
7	3	box	Ink Gel Pen (Rubberized Grip & Retractable 0.7) Blue 12pcs./box	_____	_____
8	3	box	Ink Gel Pen (Rubberized Grip & Retractable 0.7) Red 12pcs./box	_____	_____
9	20	ream	Bond Paper Substance 20 (Short) 80 gsm	_____	_____
10	50	ream	Bond Paper Substance 20 (Long) 80 gsm	_____	_____
11	65	ream	Bond Paper (A4) 80 gsm	_____	_____
12	50	piece	Correction Tape	_____	_____
13	10	piece	Transparent Tape 2" Big	_____	_____
14	10	piece	Transparent Tape 1" Big	_____	_____
15	20	piece	Masking Tape 2" Big	_____	_____
16	20	piece	Masking Tape 1" Big	_____	_____
17	20	piece	Duck Tape 2" x 10yds	_____	_____
18	10	piece	Double Sided Tape 1" Big (Foam)	_____	_____
19	100	piece	Folder Expandable (Long) Green	_____	_____
20	50	piece	Manila Paper	_____	_____
21	30	piece	Portfolio Expandable Envelope Long (Colored)	_____	_____
22	30	piece	Portfolio Expandable Envelope Long (Plastic w/ handle)	_____	_____
23	300	piece	Letter Envelope (White) Long	_____	_____
24	15	box	Pencil 12pcs./box	_____	_____
25	15	piece	Glue (Big) 130g	_____	_____
26	10	piece	Clip Board with Cover (Plastic) Long	_____	_____
27	200	piece	Folder Long (White)	_____	_____
28	50	piece	Plastic Envelope (Long)	_____	_____
29	20	piece	Plastic Envelope (Short)	_____	_____
30	200	piece	Clear Folder with Hardback Cover (Long)	_____	_____

31	8	box	Staple Wire #35 (5,000strip staples/box)		
32	5	box	Plastic Paper Fastener 50pcs./box		
33	5	box	Binder Clip (1 inch) 10pcs./box		
34	5	box	Paper Clip (50mm) 100pcs./box		
35	2	box	Permanent Marker (Black) 12pcs./box		
36	2	box	Permanent Marker (Blue) 12pcs./box		
37	1	box	Permanent Marker (Red) 12pcs./box		
38	2	box	White Board Marker (Black) 12pcs./box		
39	2	box	White Board Marker (Blue) 12pcs./box		
40	1	box	White Board Marker (Red) 12pcs./box		
41	20	pack	Sticky Notes (Assorted Color) 3" x 4"		
42	10	piece	Highlighter Pen (Assorted Color)		
43	10	pack	Sticker Glossy Photo Paper (A4) 20sheets/pack		
44	10	pack	Glossy Photo Paper (A4) 20sheets/pack		
45	10	pack	Special Paper 85gsm (Powder Blue) Short		
46	10	pack	Special Paper 85gsm (Powder Blue) A4		
47	10	pack	Special Paper 85gsm (Soft Green) Short		
48	10	pack	Special Paper 85gsm (Soft Green) A4		
49	80	piece	Steno Notebook		

Sub-Total

LOT II - JANITORIAL SUPPLIES

50	350	pack	Detergent Powder 70g		
51	30	tin	Disinfectant Spray (Big) 510g		
52	10	bottle	Disinfectant Concentrate 500ml		
53	10	bottle	Toilet Cleaner 500ml		
54	30	bottle	Multi Purpose Bleach 1000ml		
55	25	piece	Diswashing Paste with Sponge, 200g		
56	2	box	Bathroom Tissue 96rolls/box		
57	5	tin	Insect Spray 500ml		
58	5	piece	Broom (Whisk)		
59	8	piece	Mop Handle (Steel) with Mop Head		
60	10	bottle	Glass & Multi-Surface Cleaner 500ml (Spray Type)		
61	80	piece	Germicidal Soap, 135g		
62	30	bottle	Muriatic Acid 1000ml		
63	30	pack	Trash Bag (Black) 18.5 x 18.5 10pcs./pack		

Sub-Total

T O T A L

PURPOSE:

To be used for the City Disaster Risk Reduction and Management Office (CDRRMO).

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-10-1930 **DATE** : October 7, 2024

PURPOSE: TO BE USED FOR THE 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	:	95,629.40	1,912.59
Lot 2	:	51,226.00	1,024.52

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