

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-24-10-1949**

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) 10 Working Days upon receipt of P.O.</b>					
<b>LOT I</b>					
1	1	pc.	FOR TOYOTA COMMUTER DELUXE & TOYOTA SUPER GRANDIA Fuel Filter for Toyota Commuter (Including labor for change filter) ( ODO 87,200Km. Mileage )	_____	_____
2	1	pc.	Fuel Filter for Toyota Grandia (Including labor for change filter) ( ODO 86,678Km. Mileage )	_____	_____
					Sub-Total
_____					
<b>LOT II</b>					
1	7	pcs.	FOR TOYOTA COMMUTER DELUXE Seat Cover man made leather (Including Labor for installation) X-X	_____	_____
PURPOSE:			For use of Toyota commuter deluxe with conduction sticker # P7N811 & Toyota Super Grandia Plate No. SAA 7164 assigned at SP Office this city.	T O T A L	_____
					=====

\_\_\_\_\_  
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** : 1-24-10-1949 **DATE** : October 7, 2024

**PURPOSE:** FOR USE OF TOYOTA COMMUTER DELUXE WITH CONDUCTION STICKER # P7N811 & TOYOTA SUPER GRANDIA PLATE NO. SAA 7164 ASSIGNED AT SP OFFICE THIS CITY.

**OFFICE :** SP

**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	:	5,400.00	108.00
Lot 2	:	23,800.00	476.00

### **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**