Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-10-1952

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	1	ARTICLES	U PI	RICE TOTAL
1 F	40 PURPOSE:	unit	All-in-One Multifu Printer/Copier/So 1 – Year Warran x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	15 Calendar Days upon receinction ink Tank Printer canner Capability ty -x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	-x-x-x	TAL
	\	•		7960	5/	
Comp	oany Name /	Business Na	ame & Address	Name / Signature of Represent	atives	Form & Amount

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-10-1952 DATE: October 7, 2024

FOR THE USE SDO SAN CARLOS CITY, NEGROS OCCIDENTAL **PURPOSE:**

OFFICE: DEPED

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

400,000.00

8,000.00

20,000.00

TERMS & CONDITIONS

The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:

a) Cash or cashier's / Manager's Check issued by a Univ<mark>ersal or Commerc</mark>ial Bank

: Two percent (2%) of the ABC (See above)

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit issued by a Uni<mark>versal or Commercial Bank:</mark> Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, : Two percent (2%) of the ABC (See above)

if issued by a foreign bank. c) 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)

d) Any combination of the foregoing

: Proportionate to share form with respect to total amount of security

e) 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

- 3. 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. 4.
- 5. 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.
- 6. 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**