

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-12-2026

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	<p>Delivery Term: 15 Working Days upon receipt of P.O.</p> <p>Table Top Copier (not a 3-in-1 printer)</p> <p>SPECIFICATIONS:</p> <ul style="list-style-type: none">* 20-ppm copier with high-quality 600 dpi output* Electronic sorting and offset output stacking allows copying of multiple sets quickly and efficiently* 50-sheets reversing Single Pass Feeder with standard 2-sided PC scanning* Flexible paper handling includes a 250-sheet paper supply upgradeable up to 500 sheets, 50-sheet multi-purpose bypass tray handles different size paper ranging from 3 1/2' x 5 1/2' up to 8 1/2' x 14" as well as envelopes labels and transparencies* Has a capability to scan documents* Offers 600-dpi resolution for crisp text* Built-in electronic sorting,offset stacking, also provides auto duplexing* Robust paper handling abilities includes a 50 sheets Reversing Single Pass Feeder, standard 25-sheet paper cassette, 200 sheet output tray capacity* 256 grayscale with standard, fine and superfine resolution for clear output* 2 MB memory, holds up to 120 pages <p>Note: Supplier should have after-sales repair services.</p> <p>X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X</p>		
		PURPOSE:	For use of San Carlos City Primary Care Facility (City Health Office.)	TOTAL	_____

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

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-12-2026 **DATE** : December 10, 2024

PURPOSE: FOR USE OF SAN CARLOS CITY PRIMARY CARE FACILITY (CITY HEALTH OFFICE.)

OFFICE : CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , January 7, 2025

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)			
:	48,000.00	:	960.00	:	2,400.00

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**