

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-12-2035

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) 10 Working Days upon receipt of P.O.					
1	1	unit	LOT I LAPTOP 11 th Gen Core Series 11320H Processor (8MB Cache, up to 4.5GHz) 16 GB DDR4 320MHz Memory 512 GB M.2 PCIe NVMe Solid State Drive Storage Graphics with shared graphics memory 15.6-inch FHD (1920x1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA Display Wifi 6 2x2 (Gig+) and Bluetooth 4-Cell Battery, 54WHr (Integrated) Windows 11	_____	_____
1	1	unit	LOT II Central Processing Unit (CPU) 8 core 16 thread processor, 4.6 GHz, 36 MB cache Mother Board w/On-Board Audio, LAN & Printer Port 16GB (2x8GB) DDRAM 8GB Video Card Full Tower ATX Casing w/650Watts Power Supply 1 TB SSD Windows Enhanced Keyboard Optical Mouse with Pad Genuine Windows 11 Pro With Installed Application, MS Office, AutoCAD 2024, Sketchup 2024 (Note: all items must be compatible) X-X	_____	_____
PURPOSE:			For the use of City Planning and Development Coordinators Office.	TOTAL	=====

_____ Company Name / Business Name & Address	_____ Name / Signature of Representatives	_____ Form & Amount of Bid Security
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INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-12-2035 **DATE** : December 27, 2024

PURPOSE: FOR THE USE OF CITY PLANNING AND DEVELOPMENT COORDINATORS OFFICE.

OFFICE : CPDCO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , January 21, 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)
Lot 1	:	90,000.00	1,800.00
Lot 2	:	60,000.00	1,200.00

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

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

3. Sample or Brochures of the materials (if required) shall be attached to the bid documents.

4. Your price offer must be valid for 120 calendar days.

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.

7. 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.

8. 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**