# Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0079

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**.

TEM#	QTY.	UNIT	1 /	ARTICLES	U PRICE	TOTAL
1 2	140 70 PURPOSE:	servings servings	Snacks – March Lunch – March Note: see attac x-x-x-x-x-x-x-x For the use of	s for <mark>Speaker, Facili</mark> tator and Partic 6-7, <mark>2025 (AM/PM)</mark> 6-7, <mark>2025</mark>	ipants X-X-X	TOTAL
		/			5/	
Con	npany Name	/ Business Na	me & Address	Name / Signature of Representati	ves Form & A of Bid S	

## **ORIENTATION SEMINAR FOR NEW ENTRANTS**

March 6-7, 2025

MENU

SN	IACKS			
	nber 6, 2023			
AM (35 servings) 03/06/25	PM (35 servings) 03/06/25			
Burger	Spaghetti w/ toasted bread			
Juice (bottle)	Softdrinks			
w/ flov	wing coffee			
L	UNCH			
Mar	ch 6, 2025			
5 11	Soup			
Beef w/ brocolli				
G Fried	d Chicken			
15/10	Rice			
Se Se	oftdrinks			
W/w	ater dispenser			
	NACKS			
AM (35 servings) 03/07/25	PM (35 servings) 03/07/25			
Club Sandwich	Bihon Guisado w/ toasted bread			
Juice (bottle)	Softdrinks			
	wing coffee			
	UNCH			
Man	rch 7, 2025			
	Soup			
	en Afritada			
	Pork Chop			
Sand of the second of the second of the second	Rice			
	Softdrinks			
White the second of the second	ater dispenser			
	the state of the s			

Prepared by:

SHEILA LYN T PELOTENIA Process Server

Noted by:

ATTY MA. CHAT DELIMA-CORDERO
City Government Department Head I

### INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-01-0079 **DATE: January 14, 2025** 

FOR THE USE OF THE ORIENTATION SEMINAR FOR NEW ENTRANTS ON MARCH 6-7, 2025, THIS PURPOSE:

CITY.

OFFICE: OHRM

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., January 28, 2025

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)

35,000.00 700.00 **1,7**50.00

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

by a Univ<mark>ersal or Commerc</mark>ial Bank in favor of City Treasurer of San Carlos City.

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

: Five percent (5%) of the ABC (See above) 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.

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

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.

- 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**