

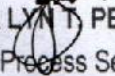
ORIENTATION SEMINAR FOR NEW ENTRANTS

March 6-7, 2025


M E N U

SNACKS	
December 6, 2023	
AM (35 servings) 03/06/25	PM (35 servings) 03/06/25
Burger	Spaghetti w/ toasted bread
Juice (bottle)	Softdrinks
w/ flowing coffee	
LUNCH	
March 6, 2025	
Soup	
Beef w/ brocolli	
Fried Chicken	
Rice	
Softdrinks	
W/ water dispenser	
SNACKS	
AM (35 servings) 03/07/25	PM (35 servings) 03/07/25
Club Sandwich	Bihon Guisado w/ toasted bread
Juice (bottle)	Softdrinks
w/ flowing coffee	
LUNCH	
March 7, 2025	
Soup	
Chicken Afritada	
Pork Chop	
Rice	
Softdrinks	
W/ water dispenser	

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

PURPOSE: FOR THE USE OF THE ORIENTATION SEMINAR FOR NEW ENTRANTS ON MARCH 6-7, 2025, THIS 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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
:	35,000.00	: 700.00
:		: 1,750.00

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**