Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0095

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 2 3 4 5 6 7 8 9	QTY. 1 1 1 1 1 1 1 1 PURPOSE:	pc pc pc pc pc set set unit unit unit	Computer Parts Motherboard Processor 2.4G Memory Module Solid State Drive, Harddisk Drive, CPU casing, To Softtouch Keybo AVR, servo type UPS, 650VA Monitor, LED, 1 Note: Item nos x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	e: 15 Working Days upon rece & Accessories Hz or Higher & 8GB e, 512MB 1TB, SATA wer Type w/ 750Watts power suppoard with Mouse & Mouse Pad e, 500watts	ipt of P.O.	PRICE	TOTAL	
Company Name / Business Name & Address Name / Signature of Representatives						Form & Amount of Bid Security		

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-01-0095 DATE : January 16, 2025

PURPOSE: FOR USE OF THE CITY INFORMATION OFFICE

OFFICE: INFO

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

32,300.00

BID SECURITY

Cash/ Manager's Check/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

646.00

(5% of ABC)

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1,615.00

TERMS & CONDITIONS

1. 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 Universal or Commercial 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 Universal or Commercial Bank:

Provided however, that it shall be confirmed or

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

Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, 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.
- 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