

FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-01-0100 **DATE** : January 16, 2025

PURPOSE: FOR USE OF PARKS & PLAZA, CITY AUDITORIUM (1ST QUARTER) 2025.

OFFICE : CED

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 4, 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 Gasoline | : 11,532.60 | : 230.65 | : 576.63 |
| Lot 2 Diesel | : 15,880.80 | : 317.62 | : 794.04 |
| Lot 3 Oil | : 5,000.00 | : 100.00 | : 250.00 |
| Lot 4 Coolant | : 3,550.00 | : 71.00 | : 177.50 |

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
 - Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.
 - Surety Bond callable upon : Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
 - 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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)
- 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