## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0102

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: 15 Working Days upon receipt of P.O.					
1	1	pc.	Fan Belt	100	
2	6	pcs.	KS Bolt 16mm x 95mm	1000	
3	1	pc.	Spark Plug	Decide 1	
4	1	set	Brake Pad		
5	6	sets	KS Bolt ½ x 2 ½		
6	1	pc.	Ball Joint		
7	2	pcs.	Fuel Filter		
8	1	рс.	Bearing 90363-40066		
		N.	FOR USE OF TOYOTA COROLLA SGC 631	1/4/	
9	1	pc.	Fan Belt A46		
10	4	pcs.	Carbon Brush		
		1	FOR USE OF NISSAN URVAN SGC 615		
11	1	pc.	Fuel Filter	<u> </u>	
12	1	pc.	Air Filter		
13	1	pc.	Aircon Filter		
14	1	set	Brake Pad #2369		
			FOR USE OF TOYOTA HI-LUX 131210/SAB 6860		
15	1	pc.	Bearing 6302		
16	1	pc.	Bearing 6202		
17	2	pcs.	Leaf Up Rubber (Big)		
			FOR USE OF TOYOTA HI-LUX SKC 345		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE	:	For use of various light equipment assigned at CED, this city.	TOTAL	
				_	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-01-0102 **DATE**: January 16, 2025

FOR USE OF VARIOUS LIGHT EQUIPMENT ASSIGNED AT CED, THIS CITY. **PURPOSE:** 

OFFICE: CFD

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

38,312.00

766.24

1,915.60

## 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 by a Univ<mark>ersal or Commerc</mark>ial 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 authenticated by a Universal or Commercial Bank, : Two percent (2%) of the ABC (See above)

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.
- 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**